

# VILLAGE OF ELIZABETH SIGNAGE ADVERTISEMENT REQUEST FORM



## ADVERTISER

Name:	
Address:	
Telephone No.:	
Email Address:	

## ADVERTISEMENT REQUEST

Setup

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Cell 1 (text or graphic name)                      Cell 2 (text or graphic name)

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Cell 3 (text or graphic name)                      Cell 4 (text or graphic name)

Dates: Start		End	
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## COSTS

Setup: (\$5 for text only, \$10 for text plus graphic)				
Time Period:				
(\$25 for 3 days/week	Number			
or \$50 for 7 days/week)	of Weeks			
<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
Total:				

## PAYMENT

Received Cash		Received Check	
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## AUTHORIZATION

Advertisement Administrator:	
	Signature and Date
Advertiser:	
	Signature and Date

10/07/2014

Operational Guidelines for Village of Elizabeth Community Electronic Sign

Rates: \$25.00 minimum  
\$50.00/full week (up to 4 text slides maximum)  
\$25.00/3 days (up to 4 text slides maximum)  
\$5.00 setup fee text only (per new message)  
\$10.00 setup fee graphics/animations (per new message)

*All fees payable to Village of Elizabeth*

Policies:

- All non-profit community based organizations, no charge except for new message setup fee.
- No political ads
- Messages should be designed to contain information relevant to local interest.
- Donors exempt from fees: Elizabeth Fair, Apple River State Bank, Elizabeth Financial Center, Jo Daviess Beef Association, GEAR, Jo-Carroll Energy, and Village of Elizabeth. Exemption is for 5 years, except for Village
- All message requests need to come from single source contact

Procedures:

All requests to be received via email ([elizsign@gmail.com](mailto:elizsign@gmail.com)) at least one week in advance of posting, unless prior arrangements. Messages will normally be posted each Friday morning of the current week.