Town of Bon Accord
building for tomorrow

COMMERCIAL ELECTRONIC SIGN REQUEST FORM

THIS FORM, WHERE POSSIBLE, SHOULD BE SUBMITTED TWO WEEKS PRIOR TO REQUESTED DISPLAY DATE AND MUST BE COMPLETED IN FULL FOR CONSIDERATION. REQUESTS ARE GRANTED ON A FIRST-COME, FIRST-SERVE BASIS, HOWEVER, THE TOWN OF BON ACCORD RESERVES FIRST RIGHTS FOR TOWN MESSAGES ON THE SIGN AND THE RIGHT TO PRIORITIZE REQUESTS AT THE TOWN'S DISCRETION. WE TRY, WHERE POSSIBLE, TO KEEP YOUR MESSAGE UP FOR ONE WEEK. WE MAKE EVERY EFFORT TO ACCOMMODATE ALL MESSAGES.

Date: _____ **Cost (see below):** _____

Organization/Business: _____

Contact Person: _____ **Contact Phone:** _____

Preferred Start Date: _____ **Preferred End Date:** _____

SIGN CAN HOLD MAXIMUM OF 7 WORDS, INCLUDING COMPANY NAME. CAN INCLUDE WEBSITE, STREET ADDRESS OR EMAIL. **NO PHONE NUMBERS.** LOGO OR IMAGE ARE DESIRED FOR AD. BACKGROUND COLOUR IS IDEAL FOR ANY TIME SCREEN.

SCREEN COLOUR: _____

FONT COLOUR: _____

COMPLEMENTARY

Posting a Business Advertisement from a business within or outside of Bon Accord with a valid Bon Accord business licence as defined by the Business Licence Bylaw will be complementary for two (2) weeks per month for the year.

FEES (subject to GST)

1. Additional advertising from a business within Bon Accord with a valid Bon Accord business licence as defined by the Business Licence Bylaw will be at a rate of $50.00/week or $100.00/month plus GST, providing no changes are made to the text or graphic of the advertisement.
2. Additional advertising from a business outside Bon Accord with a valid Bon Accord Business Licence as defined by the Business License Bylaw will be at a rate of $100.00/week or $200.00/month plus GST, providing no changes are made to the text or graphic of the advertisement.
3. Any changes to the text and/or graphics of existing advertising that are requested after the business license has been renewed for the year, for a business within or outside of Bon Accord, will incur a fee of $50. This fee will be charged at the time the form is submitted, as well as each subsequent request submitted.

The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to process requests for the community events sign for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.

Authorized Signature _____ Date _____