

**SUBJECT:**

Fair Ground Temporary Signage Display Policy and Administrative Procedures

**PURPOSE:**

To establish policy and procedures concerning the placement and display of approved temporary signage on the Aransas County navigation district Festival Grounds.

**BACKGROUND:**

The Aransas County Navigation District (The District) allows organizations to place an approved type of temporary signage on the Festival Grounds adjacent to Highway 35 in the North West corner of the property. Non-profit organizations have first priority.

**PROCEDURES:**

The District wishes to cooperate with organizations conducting efforts to benefit the citizens and areas of Aransas County. In an effort to assist the organizations the District will maintain a limited amount of space for the display of temporary signage on its Festival Grounds. The following procedures and conditions **must** be adhered to in order for organizations to obtain authorization for the placement of temporary signage on the Aransas County Navigation District's Festival Grounds.

1. A "Request for Signage Display" form, available from ACND office, must be completed and turned in to the ACND administrative office a minimum of 15 days prior to the date of which the organization wishes to begin display of the signage. Space will be allocated to a customer that leases festival grounds for an event before others.
2. Proposed signage dimensions must meet the standards of the District which is 4'x 8' ½" plywood with white painted background. If customer request larger area for a sign two (2) panels will be necessary.
3. The District maintains the right to deny authorization to display signage on the Festival Grounds to any requester and to remove any signage at any time without prior notice.
4. In any event, approved signage may not be displayed more than thirty (30) days prior to the scheduled event nor more than two (2) days after the conclusion of the event.
5. The organization is solely responsible for the installation and removal of the authorized signage as well compliance with the time limits established in this policy.
6. The District will remove and dispose of any posted signage that is not in accord with these procedures and policy. **The responsible organization will be billed for actual costs incurred and an administrative fee of fifty dollars (\$50.00) for removal, disposal and/or storage.**
7. No signage may be posted that contains any commercial logos, names, insignia or other business type reference s. This "commercial" restriction

applies to sponsors, participants, donors, political advertising and all others except the requesting non-profit organization.

**8. Fee Schedule:**

- a. A fee of \$75 per 4'x8' panel will be charged to festival lessee and \$100 per 4'x8' panel will be charged for non-festival lessee.
- b. Sign panel (4'x8') will be standard for a normal \$75 or \$100 fee. If more than 1 panel is requested the fee shall be \$75 or \$100 per panel.

The District shall retain sole discretion as to scheduling of the signage posted on its property. Every effort will be made to accommodate all those qualified organizations wishing to display temporary signage at the Festival Grounds. However, due to limited capacity, there will be instances that require the cooperation of multiple organizations to resolve problems of scheduling. The District will maintain a degree of flexibility as to the amount of time a sign may be posted in these instances. If the involved parties can not reach an arrangement suitable to both, the "first come first served" condition and the other procedures listed here will be applied to address any concerns.

ARANSAS COUNTY NAVIGATION DISTRICT

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Ron Outen, Chairman

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John P. Joslin, Secretary

**ARANSAS COUNTY NAVIGATION DISTRICT**  
**REQUEST FOR TEMPORARY SIGNAGE DISPLAY**  
**AUTHORIZATION**

TODAY'S DATE: \_\_\_\_\_

REQUESTING ORGANIZATION \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

AREA SIZE REQUESTED: \_\_\_\_\_

REQUESTED DISPLAY DATES: From:\_\_\_\_\_ To:\_\_\_\_\_

I hereby acknowledge that I have received a copy of Aransas County Navigation District General Policy 300.00 concerning temporary signage. I agree to adhere to all the terms and conditions shown therein.

Print:

\_\_\_\_\_  
Organization's Authorized Agent

Signature:

\_\_\_\_\_  
Organization's Authorized Agent

**FOR COMPLETION BY ACND OFFICE STAFF ONLY**

CIRCLE ONE:      **APPROVED**      **NOT APPROVED**      **PENDING**

APPROVED DATES:      FROM:\_\_\_\_\_ TO:\_\_\_\_\_

PENDING (Check back)      DATE:\_\_\_\_\_

PLACED ON SCHEDULE:      \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

ACND AUTHORIZING SIGNATURE: \_\_\_\_\_

**Note: After completing form make and retain copy for ACND records and provide copy to customer.**