



## ARANSAS COUNTY NAVIGATION DISTRICT

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May 6, 2008

Dear Lessee:

This letter is to inform you and/or your organization of the Aransas County Navigation District's revised (05-05-08) *Fair Ground Temporary Signage Display Policy and Administrative Procedures (G: 300.00)* and revised (03-03-08) *Navigation District' Festival Site Use Policy*. A copy of the policies are attached for your files. Our office will begin applying these policies to requests to display signage and usage of Fair Grounds immediately. The District will strictly enforce the terms, conditions and activities outlined in said policies.

If you have any additional questions or comments please this office at 361-729-6661.

Sincerely:

A handwritten signature in black ink, appearing to read "Keith Barrett", written over a horizontal line.

Keith Barrett, Harbor Master

**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. **Festival lessees and 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.

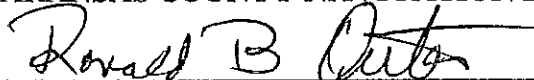
1. A "Request for Signage Display" form, (see attached), is available from the **ACND office**. It must be completed and turned in to the ACND administrative office a minimum of 15 days prior to the date of which the organization wishes to begin display of the signage. In allocating spaces, ACND will give priority to individuals or organizations who lease the Festival Grounds.
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 District is solely responsible for the installation and removal of signage. The organization is solely responsible for the **maintenance** of the authorized signage as well as compliance with the time limits established in this policy. The organization is responsible for delivering signage to ACND Maintenance Building located at 113 South 9<sup>th</sup> Street, Fulton, Texas at least two (2) days prior to its installation. Signs must be pickup up from Maintenance Building at least two (2) days after removal.
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 references. 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.
  - c. A daily rate of \$6.50 per day per panel shall apply to non-profit organizations that display their sign for a minimum of four days and a maximum of ten days. Such short term leasing will be permitted on a space available basis with month-long leases taking priority for available space.
  - d. **All fees are payable in advance.**

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

  
\_\_\_\_\_  
Ronald B. Outen, Chairman

  
\_\_\_\_\_  
John P. Joslin, Secretary

Original 10-15-02  
Revised 05-05-08  
Revised 08-04-08  
Revised 10-06-08

# 729-9938

4'x16' (2 spaces)

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

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

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

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

NUMBER OF PANELS REQUESTED    One (1)            Or            Two (2)

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

PHONE # \_\_\_\_\_  
FAX# \_\_\_\_\_

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.**