

# Sign Placement Request Form

100 Newport Drive, PO Box 36, Port Moody, BC, V3H 3E1, Canada  
Tel 604.469.4618 • Fax 604.469.4533 • www.portmoody.ca

## Contact Information

Organization:

Contact:

Address:

Telephone:

Email:

Event:

Event Date:

## Sign Requirements

The City of Port Moody will grant you permission to place a sign at the Community Services Sign Kiosk located at the intersection of Barnet Highway and Ioco Road if the following provisions are met:

- Your sign must be no more than 84" wide and 48" tall.
- You are required to re-mount the sign if the need arises.
- You are responsible to place and remove your sign on your approved dates.

The City will not assume any responsibility for any claims that arise if your sign falls out of the frame.

## Date Request

- Each organization may advertise a particular event twice annually.
- Each request will be for a maximum two week period and be non-consecutive.
- Signs must go up on a Monday and come down on a Sunday.

I would like my sign to face  Westbound  Eastbound

I would like my sign to go up on **Monday**, \_\_\_\_\_ and come down no later than  
(Date)  
**Sunday**, \_\_\_\_\_  
(Date)

I hereby agree to the terms stipulated herein and further agree to indemnify and save harmless the City against any and all claims, actions or expenses whatsoever or by whomsoever brought against the City by the reason of the City granting us this Sign Placement Request.

Please sign and fax this back to 604.469.4533 or email it to [jmullins@portmoody.ca](mailto:jmullins@portmoody.ca).

Applicant's Signature:

Date:

## For Community Services Use Only

Issued By:

Date: