



TEMPORARY EVENT SIGNAGE REGISTRATION FORM

Please lodge your application no later than 6 weeks prior to the event.

Event Name: _____

Event Date: _____ (signage displayed 2 weeks prior to event subject to availability)

Contact Name: _____

Contact Number: _____

Contact Email: _____

You are required to provide a proof of the sign layout design to the Co-ordinator of the Horsham and Grampians Visitor Information Centre. If no proof is presented for approval, your request for temporary event signage will not proceed.

Temporary Event Signage

Up to 6 event signs will be displayed subject to availability.

How many signs are you requesting? _____

Please number in order of preference.

- | | |
|--|---|
| <p>_____ 1. Henty Highway (Dooen Road)</p> <p>_____ 2. Western Highway (Dimboola Road)</p> <p>_____ 3. Wimmera Highway (Natimuk Road)</p> <p>_____ 4. O'Callaghan's Parade (Facing Capital Restaurant)</p> <p>_____ 5. O'Callaghan's Parade (Facing Harvey Norman)</p> <p>_____ 6. O'Callaghan's Parade (Facing Betta Electrical)</p> <p>_____ 7. O'Callaghan's Parade (Facing Atlas Fuels)</p> <p>_____ 8. Western Highway (Stawell Road near bridge)</p> <p>_____ 9. Henty Highway (Hamilton Road)</p> | <p>_____ 10. Western Highway (Melbourne entrance)</p> <p>_____ 11. Western Highway (Melbourne entrance)</p> <p>_____ 12. Western Highway (Melbourne entrance)</p> <p>_____ 13. Western Highway (Melbourne entrance)</p> <p>_____ 14. Western Highway (Melbourne entrance)</p> <p>_____ 15. Dimboola Road (across from Emmett's)</p> <p>_____ 16. Dimboola Road (across from Emmett's)</p> <p>_____ 17. Dimboola Road (across from Emmett's)</p> <p>_____ 18. Dimboola Road (across from Emmett's)</p> |
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Event and Festival Notification to Council to hold an event

Prior to the approval of your temporary event signage you are required to complete the Council Event & Festival Notification form.

- Please indicate if you have submitted the event notification form Yes No

TEMPORARY EVENT SIGNAGE GUIDELINES

- Signs are to be made with core flute board. Signs are to be 900mm high by 2300mm wide to fit frames provided.
- Signage to be kept simple and easy to read
 - Signage should indicate: What? Where? When?
 - Signage can incorporate Logo or Image subject to approval
 - Lettering must be more than 100mm high
- A sign layout proof is required for approval by the Horsham & Grampians Visitor Information Centre Co-Ordinator; otherwise your event signage request will not proceed.
- Up to 6 signs per event subject to availability
- All temporary signage will be displayed for up to 2 weeks prior to the event, unless permission is granted for a longer period. Signage will be taken down after the event.
- Signage is put up and taken down by council staff usually on a Monday.
- During quiet times a request for signage displayed more than 3 months out from an event will be considered if space permit.
 - Signage will be displayed for up to 3-4 weeks on a one off basis.
 - Signage will be subject to the same approval standards.
 - Upcoming events take precedent.
- The Sign/s must to be delivered to the Council Depot Office in Selkirk Drive, Horsham, 3 weeks prior to the event.
- You are required to collect your sign from the Council Depot within 1 week after your event. If signs are not collected after 1 month they may be destroyed, as there is limited storage space at the council depot.



Signs are to be made at your own expense.

However, there may be marketing funds through the Tourism Event & Festival funding application (TEFFA), which could possibly assist with your event promotion. For further information www.visithorsham.com.au under the Event heading.

*Note: Unauthorised event signage displayed at these locations or on Road Reserves without approval **will be removed**, in accordance with the Horsham Rural City Council Local Laws.*

Horsham Based Signwriters

- Bevanart signs 03 5382 8429 mail@bevanart.net.au
- Brian Jarred signs 03 5382 1914 info@brianjarredsigns.com
- Don Mitchell signs 0411 044 861 dm.poetnsigns@westnet.com.au
- Mick Harrison Signs 0408 504 735 mick@micksign.com.au
- Sign online 03 5381 1611 info@signonline.com.au