

Stromsburg Chamber of Commerce Electronic Message Sign Guidelines

The electronic message sign located on the northwest corner of the Stromsburg City Square Park is available to all area residents, organizations, *and businesses*. The sign will be used primarily to provide messages that have a community-wide impact. Permissible messages include, but are not limited to, the following: Government and organizational meetings, weather alerts, public safety announcements, Amber alerts, public service announcements, and community event announcements. Also permitted are messages from residents and organizations that provide personal congratulations to a person or organization. These messages include, but are not limited to, the following types of announcements: Anniversaries, births, birthdays, graduations, retirements, thank you, and years of service.

Businesses and organizations will also be permitted to advertise for special sales or events.

General Guidelines:

- The Stromsburg Chamber of Commerce will have priority over all outside requests.
- Message requests *should* be submitted on an “Electronic Sign Message Request Form”, a minimum of 7 business days prior to the requested posting date and will be posted no earlier than two weeks prior to the event.
- The form is available at: <http://www.stromsburgnebraska.com> and in the front entrance of the Chamber/ Polk County News office. The request form *should* be completed legibly and in its entirety. The form may be submitted in the drop box in the front entrance of the Chamber/Polk County News office; mailed to the Stromsburg Chamber, PO Box 1, Stromsburg, NE 68666; or may be submitted by e-mail to: stromsburgsign@gmail.com.
- The fee to display a message on the sign for up to seven days will be \$10.00 for all organizational, personal, meeting, and community messages. The fee for business advertising will be \$25.00 for up to seven days. All message requests should be paid in advance. Checks should be made payable to the Stromsburg Chamber of Commerce.
- The Stromsburg Chamber does not guarantee that your message will be placed on the sign. The Chamber Board has the sole discretion to accept or reject the request and/or the content of the message, as well as the ability to alter the text accordingly to fit the sign design. The Chamber will make a reasonable effort to refund the fee for messages not displayed.
- There will be a maximum of five messages displayed at any one time. In the event that there are several requests for any given time period, the requests will be posted on a first come, first served basis.
- Messages will remain on the board no longer than seven days unless otherwise approved by the Chamber.
- No offensive, scandalous or controversial message will be allowed.
- No political advertising messages or advertising a sale of personal items will be allowed.
- Each message will appear at intervals of 10 seconds each; and will comply with all Nebraska Department of Roads regulations.

Stromsburg Chamber of Commerce Electronic Message Sign Application

Name: _____

Organization Name: _____

Address: _____

City, ST, Zip: _____

Phone: _____ Cell: _____

e-mail: _____

Date message to start: _____ (Maximum of 2 weeks before event)

Date message to end: _____ (Maximum of 7 days after start date)

Exact wording for message: _____

(Please keep message short and to the point for maximum visibility)

Indicate lettering and/or background color if you have a preference _____

Fee Amount: Organizational, personal, meeting, and community messages - \$10.00
 Business advertising - \$25.00

Please include payment with message requests.

Mail form to: **Stromsburg Chamber of Commerce**
 PO Box 1
 Stromsburg, NE 68666

Or e-mail to: stromsburgsign@gmail.com

I certify that all information on this application is complete, accurate, and true.

Applicant Signature: _____ Date: _____

____ Payment enclosed ____ Artwork attached, in electronic form (if applicable)

Chamber Staff Use Only
Date application received:
Date Payment received:
Approved by: