



2024

Collingwood Municipal Entrance Event Sign Application

Business Development Centre
P.O. Box 157, 97 Hurontario Street
Collingwood, Ontario L9Y 3Z5
705-445-1030

Accessible formats and communication
supports available upon request

1. Application Information:

Contract #: _____ Event Name: _____

Contact Information:

First Name: _____ Last Name: _____

Email: _____

Phone Number: _____

Company Name: _____

2. Event Details:

Event Date: _____

Install Date: _____ Not later than 5:00 p.m.

Sign Down Date: _____

Website URL: _____

Charity being supported (if applicable): _____

3. Agreement:

1. Town of Collingwood Municipal Entrance Event Signs advertising space is free for a) events put on by non-profit organisations and b) fundraising events and festivals happening within the Town of Collingwood for the purpose of promoting Town wide events and tourism. A maximum of 2 bookings, **each booking being not more than 14 days in total**, per event, is permitted per year. Departments of the Town of Collingwood are exempt from this policy.
2. The opening date for submission of Entrance Sign Applications shall be November 15th of the preceding year for the period January 1st to December 31st of the following year and the booking calendar shall be managed by Park Sign Creative Inc., Collingwood, Ontario.



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3. All entrance sign bookings are tentative, and The Town of Collingwood reserves the right to allocate the space when there are competing dates for advertising, at its sole discretion.
4. Park Sign Creative Inc. of Collingwood shall be responsible for the installation and removal of all signs approved for this advertising space, and the fee payable to Park Sign Creative Inc. for this service is \$27.50 per location. **Town of Collingwood entrance sign space is free.**
5. **Artwork/Sign(s) Submission:** Park Sign Creative Inc. produces the removable decals (\$92.50 each), artwork shall be submitted to them not less than 7 days prior to the install date. Artwork should be simple and visible from a distance and should include a large readable font. Removable Decals are a one-time use. If the sign(s) are not being supplied by Park Sign, they shall be delivered to Park Sign at 5-10 Greco Crt. not later than 4:00 p.m. on the Friday prior to the install date. Sign panels are to be 48" x 48" 3mm Alupanel.
6. **Collection of Sign(s):** The Applicant providing panels is responsible for collecting their sign(s) from Park Sign Creative Inc. within 72 hours of the sign down date. If not collected, Park Sign Creative Inc. reserves the right to arrange for disposal of the sign(s) at its sole discretion, without notice to the Applicant. The Town of Collingwood and Park Sign Creative Inc. assume no liability or responsibility whatsoever for costs incurred to the advertiser as a result of disposal of the sign(s).
7. **Approval:** The Applicant will be notified via email if/when their Entrance Sign(s) Application is approved, and of any modifications/conditions attached to said approval. Applications must be submitted not less than 14 days in advance of the 'Install Date' on Page 1 and must be approved in advance by Park Sign before any entrance sign may be installed in any of the locations detailed below.

NOTE: Use of the Town of Collingwood Logo must be approved by the Communications Department of the Town of Collingwood by emailing communications@collingwood.ca.



4. Sign Details:

- Yes No Event Sign Artwork attached?
- Yes No Completed and Signed Entrance Application Contract attached?
- Yes No Sign(s) to be provided by client?
- Yes No Sign(s) to be produced by Park Sign Creative Inc.

Indicate your preference of location of advertising space: (Select all that apply)

- Highway 124 East (near Poplar Sideroad)
- Highway 26 West (Near Town limits toward Craigleith, Grey 21/HWY26)
- Highway 26 (In front of Blue Shores)
- Highway 26 - Huron St. (in front of Collingwood Museum)

I, _____, have read, understood, and accept the Terms and Conditions of submission of this Application. I/we agree that sign(s) not collected from Park Sign Creative Inc. within 72 hours of the Sign Down Date herein; may be disposed of at the sole discretion of Park Sign Creative Inc., without further notification to the Applicant and that the Town of Collingwood assumes no responsibility or liability for same.

Signature: _____ Date: _____

Submit your application via email to info@parksign.com or for delivery by hand/mail to the Town of Collingwood, Business Development Centre, P.O. Box 157, Collingwood, ON L9Y 3Z5.

For Office Use Only

	Dates in full / in part approved according to current calendar.	
	Dates not available in full / in part. Please contact for alternative dates.	
	Park Sign producing signage?	