



# City of Carmel

## Public Event Sign Permit

Per Carmel Unified Development Ordinance SI 5.39(Q) and Ordinance D-1647-03

### Non-profit Organization

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Website: \_\_\_\_\_

### Contact Person

Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Event

Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Purpose of Event: \_\_\_\_\_  
Charity(ies) involved (if any): \_\_\_\_\_  
Registration deadlines (if any): \_\_\_\_\_

**Bike Parking will be provided at event (check if yes)**

### Banner Info

#### Time restrictions on banners:

• Preferred banner dates (**max 2 weeks**): \_\_\_\_\_ Approved banner dates (Dept. use only): \_\_\_\_\_  
Preferred reader board dates (**max 1 week: Wed-Wed**): \_\_\_\_\_ Approved reader board dates (Dept. use only): \_\_\_\_\_

- Banners located only at event site may be posted for entire approved time.
- **NEW!!! Banner proof from Print Company needs to be submitted with application before approval will be granted.**

**Banner size:** 3' x 8' horizontal format for Carmel intersections.  
Other formats allowed for event location.

#### Information required on banner:

- Name of Organization
- Name and location of Event
- Date and time of Event
- Contact information

#### Banner location requested (Check all that apply):

\_\_\_\_\_ Event location  
\_\_\_\_\_ Merchants Square Reader Board (see pg. 2)

**Note:** Applicant is responsible for creating, installing and removing sign within the designated time period. The City of Carmel asks that the Applicant make sure its sign is properly secured at all times. We thank you for your cooperation. Good luck with your event.

Dept. use only



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## Merchants Square Electronic Message Board Guidelines

The sign is located at the northwest corner of Keystone Ave. and 116<sup>th</sup> Street

- Only those organizations the City of Carmel has approved a declaration for will be considered for a public event message to be run on the Merchant's Square Message Board.
- All public event messages will be submitted on the approved Merchant's Square Message Board form. The form must be completely filled out to be considered.
- The message request should be submitted no earlier than four weeks before the event to be advertised. The message will not begin to be run until two weeks before the event. However, it may only run for one week: Wednesday to Wednesday.
- **BE VERY BRIEF IN CONSTRUCTING YOUR MESSAGE.** Limit your message to 15 letters maximum per line with a maximum of six lines. The lines do not scroll. See the approved form that must be submitted on page three.
- The City of Carmel and the Ramco-Gershenson Company reserve the right to reject any message.
- All messages will be presented in the same electronic format. Please do not request Ramco-Gershenson to change their public event format.
- Docket No. V-6096 Merchant Square Identification Sign agreement stated that 33% of the sign's time (20 minutes per hour) would be allocated to civic/public service message. Therefore, the number of times any one message will be displayed will be determined by the number of message requests submitted for a given time period.
- Contact at Carmel City Hall:  
Nathan Chavez  
City of Carmel  
Department of Community  
Services 1 Civic Square  
Carmel, IN 46032  
PHONE: 317-571-2478  
[nchavez@carmel.in.gov](mailto:nchavez@carmel.in.gov)



# City of Carmel

## Public Event Announcement Form Merchant's Square Electronic Message Board

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Date to start message: \_\_\_\_\_ Date to end message: \_\_\_\_\_  
(Maximum 1 week: Wednesday – Wednesday)

Enter your message on the form below. The maximum number of characters, including spaces, is 15 per line. The maximum number of lines per message is 6. Be as brief as possible to get your message across to the waiting traffic. **PLEASE PRINT CLEARLY.**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

**Send this to:** Nathan Chavez  
City of Carmel  
Department of Community Services  
1 Civic Square  
Carmel, IN 46032  
PHONE: 317-571-2478  
[nchavez@carmel.in.gov](mailto:nchavez@carmel.in.gov)