



# INFORMATIONAL KIOSKS GUIDELINES



## KIOSK GUIDELINES

The Town of Danville provides three informational kiosks, which are located downtown at the Library/Community Center, Prospect Corner Park, and Railroad Plaza. The kiosks are available to promote Town-sponsored events and provide information of benefit to the local community, subject to the following guidelines:

- Flyers/posters must be submitted at least four weeks prior to posting date. Flyers submitted less than four weeks in advance will not be posted. Maximum posting time is 30 days, if space is available.
- A maximum of three copies of the flyer/poster may be mounted (one per kiosk) depending on space availability.
- All postings are subject to availability of space and no more than two displays per event or activity category (e.g., senior program, special event, theatrical performance).
- The program being advertised must be of public benefit to the Danville community-at-large. Town-sponsored events and Danville-based organizations will have priority use.
- No political advertisements, private business advertisements, personal announcements, garage sale/flea market/white elephant sale flyers/posters will be allowed.
- Flyers/posters must be at least 8 1/2" x 11" and a maximum size of 11" x 17".
- Flyers/posters must be of good quality, attractively presented, and easily readable by the general public.
- The Town of Danville staff has sole authority to determine if flyers/posters are suitable for display and is responsible for placing them in the kiosks.
- All flyers/posters should be dropped off at the Town Offices, 510 La Gonda Way, or the Danville Community Center, 420 Front Street.

For additional information, call (925) 314-3400



# INFORMATIONAL KIOSKS APPLICATION



## REQUEST TO PLACE INFORMATION IN TOWN KIOSKS

The Town of Danville provides three informational kiosks, which are located downtown at the Library/ Danville Community Center, Prospect Corner Park, and Railroad Plaza. All flyers/posters should be dropped off, with a completed application, at the Town Offices at 510 La Gonda Way or at the Danville Community Center at 420 Front Street.

<b>Name/Group:</b>	<b>Date Submitted:</b>
<b>Contact Person:</b>	
<b>Address:</b>	
<b>Phone: Day:</b> <b>Evening:</b> <b>Cell:</b>	
<b>Email Address:</b>	
<b>Alternate Contact:</b>	<b>Phone:</b>
<b>Event:</b>	
<b>Posting Date:</b>	
<b>Comments:</b>	
<i>For staff use only</i>	
<b>Received by:</b>	
<b>Information proofed &amp; approved:</b>	