

## PHILLIPS AREA CHAMBER OF COMMERCE

### Message Center Marquee Policies and Procedures

1. The following type of organizations may, upon the approval of the Executive Director, have access to placing messages on the marquee. The Director shall have the authority to determine which organizations may place messages on the marquee, when, and for how long they may remain placed on the marquee.
  - Any business that is a Chamber member in good standing.
  - Government and other government agencies located in Price County.
  - Price County civic and civic improvement organizations.
  - Price County community service organizations.
  - Non-profit organizations.
  - Public school districts serving Price County and their supporting organizations.
2. Message content shall not include business advertisements or any information of a strictly or significantly commercial nature. No promotions for any individual business or group of businesses or any type of commercial activity shall be permitted.
3. Religious institutions and organizations shall not be permitted to place messages on the marquee sign which promote the institution or organization or religious services, religious affairs or religious messages. However, subject to conditions of approval, religious institutions and organizations may place messages announcing charity events, fund raising events, community service events and similar activities providing that all events are of a non-religious nature and are open to all members of the general public.
4. Messages will be posted at the discretion of the Chamber staff.
5. All requests must be submitted on the Phillips Area Chamber of Commerce Message Center Marquee application form 2 weeks prior to the requested posting date, and no more than 60 days prior to the requested posting date. No information may be submitted by telephone.
6. Prospective users are limited to two submissions at any one time.
7. All Chamber sponsored events have priority. All other submissions will be given priority based on time received.
8. The Chamber offers no guarantee with respect to appearance of messages on the marquee. Prospective users are encouraged to use a variety of media for events and not to rely solely on the marquee.
9. The number of messages which appear in any given time period is limited. During busy times, the Chamber may elect to limit or not program submitted events.
10. Messages are limited due to the size of the sign. Information must include event name, date, time, place, contact person and number. Graphics (i.e. logos) may be attached and used upon staff's discretion.
11. All requests will be approved in advance by the Executive Director and may be edited for conciseness, clarity, and conformity to the limitations of the marquee.
12. A fee will be charged for displaying a message for each week (See schedule below). Payment must be made with the application.
13. An organization may purchase packages to be used within the current calendar year. Full payment must be made before first week of usage. Package may not be transferred to another organization.
14. Any qualifying organization that sponsors a Chamber event at \$500 or more will be eligible to submit an application and the fee will be waived for one week for each \$500 donated (i.e. \$2,000 = 4 weeks). All other procedures above will be followed.

Fee Schedule	Member		Non-member	
	Base Fee	Extra Screen	Base Fee	Extra Screen
One week	\$10	\$5	\$20	\$10
Five weeks	\$40		\$80	
Ten weeks	\$75		\$150	

**PHILLIPS AREA CHAMBER OF COMMERCE**  
**Message Center Marquee Application**

Applicant Information																
Name:																
Business/Organization Name:																
Current address:																
City:				State:				ZIP Code:								
Phone:							Cell:									
E-mail:																
Event Information																
Event Name																
Event Date:				Event Time:				Location:								
Marquee Message																
Start Date		# of Weeks						Total			If you use less than 3 lines, then the font size will be larger for that screen.					
					x \$10 = (first 2 screens)											
					X \$5 = (each add'l screen)											
SCREEN 1	1	2	3	4	5	6	7	8	9	10	11	12				
Line 1														One large line may not fit 12 characters. Leave L2 and L3 blank for 1 large line Leave L3 blank for 2 larger lines		
Line 2																
Line 3																
SCREEN 2	1	2	3	4	5	6	7	8	9	10	11	12				
Line 1																
Line 2																
Line 3																
SCREEN 3 (extra cost)	1	2	3	4	5	6	7	8	9	10	11	12				
Line 1																
Line 2																
Line 3																
Signature																
I verify that I have read the Message Center Marquee Policies and Procedures and agree to the terms therein.																
Signature of applicant:											Date:					
Chamber Office Use Only																
Date/Time Received:																