



Maxville & District Chamber of Commerce Tartan Banner Project

TARTAN BANNER REQUEST

Please use this form to request the sponsorship of a family banner for public display in the village of Maxville—a service provided by the Maxville Chamber of Commerce.

Double-Sided, Full-Colour Outdoor Banner Options (Choose One):

The same tartan on both sides

Please tell us the family name to print at the bottom of this banner (on both sides): _____

Please tell us the official name of this tartan (to help us locate the right artwork): _____

A different tartan on each side

Please tell us the family name to print at the bottom of this banner (on side 1): _____

Please tell us the official name of this tartan (to help us locate the right artwork): _____

Please tell us the family name to print at the bottom of this banner (on side 2): _____

Please tell us the official name of this tartan (to help us locate the right artwork): _____

Payment Options (Choose One):

E-transfer (we will confirm the sponsor fee to you, and provide you with the e-transfer coordinates)

Cheque (we will confirm the sponsor fee to you, and coordinate cheque drop-off/pick-up)

Cash (we will confirm the sponsor fee to you, and coordinate cash drop-off/pick-up)

Contact Information:

This information is required and will be used exclusively by the Maxville Chamber of Commerce to confirm the details of this sponsorship agreement with you:

Your Name: _____

Your Address: _____

Your Phone Number: _____ Your Email Address: _____

Contract Terms:

Please read the terms under which this service is provided:

1. The Sponsor agrees to respect all criteria in this document regarding the Tartan Banners.
2. The Sponsor agrees to pay 100% of the banner sponsor fee when placing the Tartan Banner request (based on a current, competitive price quotation obtained by the Chamber (the payee for cheques is: Maxville Chamber of Commerce).
3. The sponsor will provide EITHER a physical sample of the tartan(s) requested (measuring approximately 9" x 11") OR a digital copy of the tartan(s).
4. The Tartan Banners will be evaluated each fall for wear and tear. If a replacement is needed, the sponsor may choose to sponsor the banner again, at replacement cost (based on the current, competitive quote obtained by the Chamber).
5. The Maxville & District Chamber of Commerce retains ownership of all Tartan Banners (current and retired) and determines where and when each banner is installed.
6. The Tartan Banners are displayed on the hydro poles in the village of Maxville each year, between May and September.
7. The Tartan Banners are installed, removed and stored by the Maxville & District Chamber of Commerce, with logistical support provided by the Township of North Glengarry.
8. The Maxville Chamber of Commerce agrees to oversee the administration of the Tartan Banner project, including the installation, removal and storage of the Tartan Banners for the duration of this contract.
9. The Maxville Chamber of Commerce accepts no responsibility for damage, loss, theft, vandalism, wind damage or any wear and tear of the Tartan Banners.
10. Delivery of the Tartan Banner will be six to eight weeks, with installation at the discretion of the Township of North Glengarry.

Agreement:

By signing below, you acknowledge that you have read and agree to the contract terms for this sponsored service.

Your Name (Please Print): _____

Your Signature: _____ Date: _____

For Office Use Only

Reviewed and Approved by Chamber Executive Member:

Name (Please Print): _____

Signature: _____ Date: _____

Checklist:

- ____ This is a new tartan (not already on display)
- ____ Receipt of this request has been confirmed to the sponsor contact
- ____ A current, competitive price quote has been obtained and payment is being coordinated with the sponsor contact
- ____ Payment in full has been received by the Chamber
- ____ The tartan artwork has been located
- ____ The sponsor has approved the artwork for this tartan banner
- ____ Banner printing has been ordered
- ____ The new banner has arrived and is ready to display with others on-hand