

**Approved Banner Locations**

*It is the responsibility of the nonprofit to determine if any County/Local permits are needed for the approved site. Permits must be delivered with the banner.*

Drop-off/Pick-up Site: **Cockeysville Service Center – Denice Rice: 410.470.5029**  
 10500 York Road (corner of York and Warren Roads) - Timonium  
 Hours: 7:00 a.m. to 3:30 p.m.

Banner Hanging Locations:  
 Hunt Valley: Shawan Road east of Beaver Dam Road  
 Parkville: 1827 Joppa Road in front of Bob Davidson Ford  
 Pikesville: 2605 Smith Avenue at Cherokee Avenue  
 Towson: Towsontown Blvd. Site #1 at the entrance to Versailles Apts.  
 Towsontown Blvd. Site #2 800' west of entrance to Versailles Apts  
 \*7800 York Road

Drop-off/Pick-up Site: **Perry Hall Service Center – Donna Turnbull: 410.470.4871**  
 9701 Belair Road - Perry Hall  
 Hours: 7:00 a.m. to 3:30 p.m.

Banner Hanging Locations:  
 Bel Air: \*Emmorton Road at Idlewilde (MD 924)  
 Havre de Grace: \*Revolution Street and Bay Blvd

Drop-off/Pick-up Site: **Howard Service Center – Brian Brushe: 410.470.5902**  
 5130 Illchester Road - Ellicott City  
 Hours: 7:00 a.m. to 3:30 p.m.

Banner Hanging Locations:  
 Arbutus: 5400 East Drive  
 Catonsville: \*Frederick Rd. west of Ingleside Ave  
 Ellicott City: 8133 Main Street  
 Owings Mills: \*Reisterstown Road and Berryman's Lane

Drop-off/Pick-up Site: **Piney Orchard Service Center – Kris Wineke: 410.470.5907**  
 730 New Waugh Chapel Road - Odenton/Anne Arundel County  
 Hours: 7:00 a.m. to 3:00 p.m.

Banner Hanging Locations:  
 Glen Burnie: \*Crain Highway north of 2<sup>nd</sup> Avenue  
 West River (So. A.A. Co.): \*Muddy Creek Road near Chalk Point Road

\*Location requires SHA permit

**Banner Permits**

The information on this sheet does not guarantee that a permit is required. Each nonprofit must verify the need for a permit. The nonprofit has the final responsibility for providing a permit with the banner when delivered to our site. Constellation Energy/BGE will not hang a banner if a permit is needed and not provided at time of banner delivery.

<u>State Highway Administration – District #4</u>	<u>State Highway Administration – District #5</u>	<u>State Highway Administration – District #7</u>
Harford and Baltimore Counties	138 Defense Highway	5111 Buckeystown Pike
2323 West Joppa Road	Annapolis, MD 21401	Frederick, MD 21704
Lutherville, MD 21093	410.841.1005	1.301.624.8140
410.321.2780 or 410.321.2781		

Constellation Energy/BGE does not hang banners within the Baltimore City limits. However, Baltimore City hangs banners at various locations in the city for a fee and a permit is required.

**Baltimore City Department of Public Works**  
 200 North Holiday Street  
 1<sup>st</sup> Floor - Lobby  
 Baltimore, MD 21202  
 410.396.6865

**CONSTELLATION ENERGY  
BANNER HANGING REQUEST  
SUMMARY COVER PAGE**

**Date of Application:**

**ORGANIZATION INFORMATION**

<b>ORGANIZATION INFORMATION</b>		
<i>Name of organization</i>	<i>Name of fiscal agent, if different</i>	
<i>Address</i>	<i>City, State, Zip</i>	<i>Telephone Number</i>
<i>Name of contact</i>	<i>Title</i>	
<i>Telephone Number</i>	<i>E-mail address</i>	<i>Web site address</i>

*Mission/Vision Statement*

*Is your organization is 501(c)(3) nonprofit? Yes  No*

*If yes, please include a copy of the IRS determination letter with this request.*

**BANNER HANGING REQUEST INFORMATION**

*Type of Fundraising Event:*

*Date of Event: Requested dates for the banner to be hung:*

*Banners are hung from Monday to Monday for a two-week period and are not normally hung or removed on holidays.*

*How funds raised will be used:*

*Total dollar amount raised from last year's event:*

*How will Constellation Energy be recognized for hanging the banner:*

**BUDGET INFORMATION**

*Total event budget amount: \$*

*Total operating budget amount: \$*

**REQUIRED ATTACHMENTS**

- *Copy of 501(c)(3) IRS nonprofit determination letter*
- *List of board of directors*

**AUTHORIZATION**

*Name of executive director or board president* \_\_\_\_\_ *Signature* \_\_\_\_\_

**Banner Requirements**

- *Banners will only be hung as operating conditions permit even if prior approval has been given. In performing this in-kind service, the company will not compromise the safety of its employees or the public.*
- *All requests must be submitted six to eight weeks in advance of the requested banner hanging date.*
- *If submitting paper request, please mail request to: Constellation Energy, Marketing & Community Outreach, 100 Constellation Way, Suite 1000C, Baltimore, MD 21202 or fax: 410-470-4098*
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**Banner Specifications**

1. *Oil cloth banners must be no less than 1/8" thick and must be stitched firmly to ropes.*
2. *Net banners are to be securely attached to ropes by sewing or stapling.*
3. *A minimum of 200 feet of 3/4" manila or 1/2" nylon rope must accompany the banner (100 feet for top and 100 feet for bottom).*
4. *Banner must have a minimum wide of 4 feet and a maximum width of 6 feet.*
5. *Banner must have a minimum length of 18 feet and a maximum length of 25 feet.*
6. *Banners must have a label attached containing the organization's name, address and telephone number, the contact person's name and telephone number. Also the message of the banner should be displayed.*
7. *Banners must be picked up within two weeks of the date the banner is scheduled to be removed from display.  
(Banner MUST be picked up within TWO WEEKS after taken down or it will be discarded.)*