

OUC – Main Street Banner Procedures

Information regarding the Orlando Main Street Program can be found on its webpage at:

<http://www.cityoforlando.net/business-development/main-street-market-street/>

The Main Street District webpage can be found at:

<https://www.orlandomainstreets.com/>

Required Documentation

The following is a list of documentation needed for OUC to review banner attachment requests through the Main Street Banner Program:

- 1) Prior to any installations, a signed agreement between the Main Street District and OUC must be executed. Agreement requests are handled by OUC's Contract & Finance group who can be reached at OUCPermit@ouc.com. Prior to a contract being signed, OUC will need to receive confirmation from the City of Orlando that the District is sanctioned through the City of Orlando's Main Street district coordinating.
- 2) Included within the agreement is a template form, "Exhibit A", which should be used once an agreement is in place and the District is ready to submit their request to install banners.
- 3) Also included with the Exhibit "A" should be a list of poles by location and OUC asset numbers. The asset number is located on a metal tag on the pole. All the following should accompany the Exhibit "A" Application:
 - a. a map of the OUC assets where they are requesting to attach.
 - b. updated Certificate of Insurance.
 - c. provide their licensed contractor's contact information as well as a Certificate of Insurance for the contractor.
 - d. Images or artwork of the banners, their sizes, and an overall description should be submitted. (Please note that OUC does not approve the content of the banner. That is done by the City of Orlando Main Street Business Development Division)

- e. A description of the hardware and specifications for the mounting bracket should also be included.
 - f. A copy of the FDOT Permit If the roadway is in an FDOT right of way.
- 4) Once the District is ready to apply to OUC for banner installations, they should submit their requests to: OUCPermit@ouc.com.
- 5) Once the District decides they wish to remove banners from an OUC pole and not replace, an Exhibit “B”, also included in the agreement as a template, should be submitted to OUC. This request should be submitted to: OUCPermit@ouc.com.

Application Review

Once application to install banners is received by OUC, the review process will begin to ensure the following:

1. OUC contracts and finance teams will verify all the required information is included.
2. Certificate of Insurance from Main Street District is acceptable based on OUC risk management guidelines.
3. Certificate of Insurance from banner installation contractor is acceptable based on OUC risk management guidelines.
4. OUC engineering will review the feasibility of selected poles.
5. OUC engineering will assess the mounting hardware, bracket, and banner size to verify they meet OUC specifications.
6. City of Orlando Main Street Business Development Division will approve content of the banner.

