



Sandwich Board Rules and Regulations

2024 Season

Any business putting a sandwich board on the Church Street marketplace must follow the terms and conditions listed here:

1. The sign may not be placed in the pedestrian way which extends nine (9) feet out from the building. The sign may not be placed in the emergency egress lane which extends six (6) feet on either side of the center line of the street.
2. During snow removal operations the sign shall not be placed on the Church Street until the snow has been removed from the block the sign is located on.
3. Owner shall, during the entire period that it is displayed, maintain the sign in the same or comparable condition to that approved by the Church Street Marketplace's executive director. Maintenance shall mean not less than maintenance of paint, glass (if any), plastic (if any), removal of tape used to mount temporary signs, etc.
4. As long as otherwise in compliance with this Agreement, Owner may display the sign for the period of **May 1st 2024 through April 31st 2025**.
5. Owner shall at their own expense cease display of the sign immediately upon expiration of this Agreement, unless the Church Street Marketplace in its absolute discretion grants a written extension of this Agreement for a specified period of time.
6. Owner may display the sign subject to the following provisions, as set forth in the Burlington code of Ordinance Sec. 21-5 (b) (1):
 - a. The sign is placed directly in front of and within fifteen (15) feet of the premises to which it directs attention;
 - b. The sign does not exceed eight (8) square feet in size as measured by the rectangle created by drawing a line from the highest point of the sign to the pavement and from left to right at the widest point of the sign;
 - c. The sign does not exceed (3) feet in width;
 - d. The sign does not exceed four (4) feet in height
 - e. The sign is clean, in good repair, and in the opinion of the Church Street Marketplace, complementary to the overall appearance of the Marketplace district;
 - f. The sign does not impede the flow of pedestrian traffic;
 - g. The sign is removed when the business establishment is not open for business;
 - h. The sign does not obstruct signs on adjacent structures;
 - i. Special messages calling attention to special sales or special events must be restricted to the bottom one-half of the face area of the sign;
 - j. The sign is not used more than three hundred (360) days in any one calendar year;
7. The License is immediately revocable upon the Church Street Marketplace providing Owner with written notice that Owner has violated one or more provisions of this Agreement. Owner shall, at their own expense, remove the sign and materials or obstructions placed in the right of way of Church Street as requested by the Church Street Marketplace, within twelve (12) hours of receipt of such notice.

8. Owner shall remove the sign immediately upon ceasing to do business of the type advertised by the sign at its Church Street location.
9. If upon expiration, or earlier revocation of their permit, Owner fails to promptly remove any sign, materials or obstructions as requested by the Church Street Marketplace, the materials may be removed by the Church Street Marketplace and Owner shall be liable for all expenses of such removal.
10. Owner shall provide an up to date certificate of insurance for general liability for \$1,000,000 each occurrence / \$2,000,000 aggregate. This COI must name the City of Burlington as additionally insured regarding general liability and name the City of Burlington as certificate holder.