



P. O. Box 702, Colfax, CA 95713

DIGITAL BILLBOARD MESSAGE APPLICATION

APPLICANT & EVENT INFORMATION

Name: _____ Date: _____

Business, Club or Other Affiliation: _____

Address: _____

Phone: _____ Email: _____

Event Advertised: _____ Date(s) & Time(s) of Event: _____

Dates for Billboard (Max 30 days): _____

ARTWORD INFORMATION

Artwork Supplied? ☐ Yes ☐ No Artist Name: _____

Artist Phone: _____ Artist Email: _____

Artwork Media Submitted By: ☐ CD ☐ Flash ☐ Email

Please note, artwork received in CD or flash drive form can be picked up after artwork has been submitted for display.

NOTES

Fee Required

- A \$100 administrative processing fee is required for all digital billboard message applications.

Time Frame

- Digital messages will be displayed for a maximum of thirty (30) days prior to the event.
- Digital messages will be removed no sooner than the end date and time of the event.
- During peak demand, the City reserves the right to share the City's display time equitably between events.
- Applications should be submitted no less than forty-five (45) days prior to the event.
- Applications received less than 45 days prior may not receive the maximum exposure.

General Message Rules:

- Messages shall focus on the community event, date and location - not commercial enterprises, products or religious references
- Messages subject to City approval.

Artwork Specifications:

- File size must be 1MG or smaller in JPG, BMP, or GIF format, at 100% quality, 448 pixels tall by 1536 pixels wide.
- File to be in RGB color format (preferably sRGB or Adobe RGB (1998)).
- Failure to submit artwork within these specifications may result in delay to display on the digital billboard.

☐ I understand submitting artwork that does not comply with the above-stated specifications may result in delay of my display.

☐ I take full and complete responsibility for all legality of any copyrighted artwork submitted.

Applicant Signature: _____ Date: _____

Approved By: _____ Date: _____

Billboard Start Date: _____ Billboard End Date: _____

Payment Received: _____ Date: _____

Submitted for Display Date: _____ By (employee): _____

***The Digital Billboard Message Application, requirements and fees contained herein are subject to change without notice.**