



**TOWN OF HUNTINGTON HIGHWAY OFFICE**

30 Rofay Dr., Huntington, NY 11743

Tele. 631-499-0444 Fax 631-499-3512

Kevin Orelli  
Superintendent of Highways

**BANNER REQUEST FORM**

***THIS FORM MUST BE SUBMITTED TO THE HIGHWAY OFFICE AT LEAST 45 DAYS IN ADVANCE OF YOUR EVENT. ALL REQUIRED FORMS MUST BE COMPLETED 3 WEEKS PRIOR TO EVENT.***

***Maximum time for hanging banner is 3 weeks.***

***Maximum number of banners per group is 3***

ORGANIZATION NAME: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

NAME OF EVENT BANNER IS ANNOUNCING: \_\_\_\_\_

DATES TO HANG BANNER: START: \_\_\_\_\_ TAKE DOWN: \_\_\_\_\_

LOCATION(S):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ORGANIZATION CONTACT INFORMATION:

NAME: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Kevin S. Orelli, SUPERINTENDENT OF HIGHWAYS**

Please send this form to the address above, along with the completed Agreement Form and Certificate of Insurance.

***IMPORTANT – The Agreement form requires one authorized, notarized signature from the group, and you are required to provide Insurance.***