

Downtown Development Authority Temporary Gateway Banner Application

Application Fee \$50 + \$50 Deposit
Payable Online Option at: tinyurl.com/PayItOnline

The Village of Friendliness – Since 1870

Application Checklist

- ☐ A Completed and Signed Douglas Downtown Authority Temporary Gateway Banner Application
Note: Applications must be received 30 days prior to the event. *The DDA meets on the 4th Wednesday of each month; therefore, applications will be considered for approval by the DDA board during their next meeting following submission.*
- ☐ \$50 Application fee with a \$50 Deposit (deposit will be returned to applicant following the removal of the banner)
- ☐ Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event (*Note: Failure to adhere to these dates may result in forfeiture of the sign deposit.*)
- The banner must be securely fastened and meet safety standards.
- Banners must be weather-resistant.
- Banners must not contain offensive or inappropriate content.
- Only one banner will be displayed at a time.
- Banners must not be larger than 24"x 94"

Applicant Information:

Name: Susan Poolman Organization: Douglas Farmers Market
Phone Number: (269) 227-3448 Email Address: DouglasFarmersMkt@gmail.com
Address / PO Box PO Box 12 City: Douglas State: MI Zip: 49406

Banner Information:

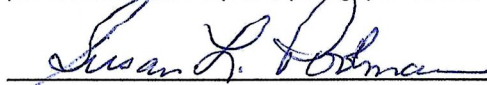
Event Name: Douglas Farmers Market Event Dates: Tuesdays, June 2 - September 29, 2026
Banner Dimensions: 24" x 94" Dates of event banner is promoting: Mon am - Tue pm 06/01 - 09/28

Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

We're heading into our third season of the DFMkt, and once again, the banner will play a key role in promoting the market, drawing both locals and visitors to Downtown Douglas. Our vendors have done an outstanding job supporting and showcasing the incredible local galleries, diners, and shops that make Douglas so special. 2025 was another successful year, and we're excited to see what the 2026 DFMkt season brings!

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. It is the applicant's responsibility to meet the requirements of the Conditions of Banner Display in all respects and to provide the necessary information to the Downtown Development Authority for approval. A permit must be obtained prior to putting up the banner. I acknowledge there are no refunds for any reason.


Signature of Applicant

October 16, 2025
Date

86 W. Center Street • PO Box 757 • Douglas, MI 49406 • Ph (269)857-1438 • Fx (269)857-4751 • www.douglasmi.gov