



VILLE DE
PINCOURT

POSTING REQUEST FORM

Part A – Information on the applicant organization

Contact person:

Organization:

Address:

Phone:

E-mail:

Part B – Information about the message to broadcast

Event:

Date:

Time:

Location:

Message to broadcast (both in French and in English):

I have read and agreed to the terms of the *Politique d'affichage des panneaux d'affichage numérique* of the Town of Pincourt.

I commit myself to provide the logos (maximum of 2) and high-resolution images (300 dpi) in .ai, .eps or .png within 15 working days before the desired date of publication at communication@villepincourt.qc.ca.

Office use only	
Accepted <input type="checkbox"/>	Refused <input type="checkbox"/>
Date:	

Signature of the applicant

Please complete the form, print and sign it.

Please return the completed form by e-mail to communication@villepincourt.qc.ca or in person at the reception of the Town Hall (919, chemin Duhamel). The Town Clerk's Office and Communications Department reserves the right to reject any noncompliant request and to modify the received messages without prior notice.



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POSTING RULES

1. For posting on the billboards, priority is given to the municipal administration, organizations mandated by the Town or other government bodies.
2. Non-profit organizations, recognized by the Town, can broadcast up to two messages per year.
3. Lucrative, commercial, political, partisan, religious and discriminatory messages, solicitation for donations (subject to exceptions), as well as private business messages will be refused.
4. Broadcast messages must be bilingual, speak to a wider audience and promote activities on the territory of Pincourt.
5. For an organization, a message can last up to 7 to 10 consecutive days on the electronic billboards.
6. In times of high demand, the Communication Department reserves the right to advocate the principle of "first come first served".
7. It is the responsibility of the applicant to ensure the completeness of the information provided on this form, to notify the Town of any postponement or cancellation of the broadcast event and provide up to two logos (if desired) in high resolution in .ai, .eps or .png. Logos can also be sent in .jpg if the background image is a solid color.
8. The Communication Department produces the visual for the messages for free by using the information in this form.
9. The posting request must be approved first by the Communication Department. At any time, the department reserves the right to change a message, to refuse it, to interrupt its broadcasting or to postpone posting to a later date, without notice.

The complete list of rules and conditions for posting on the electronic billboards is available in Annex 2 of the Communications Policy.

For additional questions, please contact the Communication Department at 514 453-8981, extension 377.