

## **MAIN STREET MARTINEZ DOWNTOWN KIOSK POLICY**

Description: Main Street Martinez (MSM) owns and maintains three (3) directory/kiosks in the downtown Martinez district. The kiosks are three-sided and each side contains a 3.5' x 5' informational -image panel.

Locations are:

- a) Main Street Plaza (back-lit)
- b) Amtrak Station
- c) Ferry Street across from old train depot

The primary purpose of the kiosks is to promote the downtown Martinez district and activities that benefit the downtown stakeholders. Specifically, the kiosks will be used to inform the public, and provide visitor information about shopping, dining, services, entertainment and events in the downtown district. MSM will have first-right to place content in the kiosks for the aforementioned usages.

All artwork will be full-sized panels and will maintain a professional design. (Nothing can be attached/hung to/from kiosk without prior MSM approval.) The kiosks are not community bulletin boards.

A MSM Board of Directors Committee will review requests for use of the kiosks. Approved use will be on a first-come, first-served basis, and must be positive, informative, and beneficial to the downtown Martinez district. Content must be fit for public viewing. Content, which is political, adult-in-nature, profane or negative, will not be accepted. The Committee can refuse to allow use of their kiosks at their discretion, at any time.

Fees are to be determined by MSM.

Current kiosk advertising rates are \$100 per panel per month. The User must be a paid member in good standing of MSM. A rough draft, showing intended copy and design, must be submitted to the Office of the Executive Director of MSM to be approved by the Committee. Requestors will receive approval/rejection notification in writing from MSM. Payment is due when the space is reserved. Final artwork must be submitted to MSM and will include the term "Paid Advertisement" centered at the top of the poster. MSM may also require this additional wording: "does not necessarily reflect the views of Main Street Martinez."

Users can reserve ad space in a kiosk for up to 3 months and renewal is negotiable depending on availability.

All fees are non-refundable.

Submit all requests or questions to:

Main Street Martinez

PO Box 776

Martinez, CA 94553

(925) 228-3577

Fax (925) 228-2650

[director@mainstreetmartinez.org](mailto:director@mainstreetmartinez.org)

**MAIN STREET MARTINEZ  
DOWNTOWN DIRECTORY/KIOSK**

**Application for use**

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Kiosk(s) location requested (circle one or more):

- a) Main Street Plaza (back-lit)
- b) Amtrak Station
- c) Ferry Street across from old train depot

Date requested: Start \_\_\_\_\_ End \_\_\_\_\_

Artwork included with this application: YES NO (circle one)

Artwork must be submitted to receive final approval for dates & locations

I have read and agree with Kiosk Policy

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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