

## Magnolia Park Kiosk Display Case Guidelines

Thank you for your interest in the Magnolia Park kiosk display program. The following guidelines are for those interested in using a kiosk display case.

- ★ Displays should be for community based activities, throughout the City of Burbank.
- ★ Displays should be non-commercial and of interest to the general public.
- ★ The most successful displays are usually those that incorporate two-dimensional illustrations.
- ★ There are three kiosks available in the on Magnolia Boulevard.
- ★ If you are interested in doing a display, use may be limited to two displays.
- ★ The sizes of the display cases are 23” x 44”
- ★ The displays are on exhibit: for one calendar month. However, special arrangements can be made, if there is available space. The displays are locked; however, items on display are placed "at your own risk."

If you would like to use a kiosk display case please submit your request to Magnolia Park CAC, care of Mary Hamzoian, City of Burbank, 275 E. Olive Ave. Burbank, CA 91502 (818) 238-5208.

# KIOSK DISPLAY CONTENT GUIDELINES

The CAC recognizes the important aspect of disseminating information regarding community events and activities. As an informational hub for the community, the CAC is pleased to make kiosks displays available to organizations where flyers, brochures, etc. may be posted for display. Posting of such information in the kiosks is subject to the following guidelines:

1. Posting information in the kiosks is not a right, but a privilege which is subject to approval and review by the CAC.
2. The CAC or designated representatives may grant the privilege of placing information in the kiosks.
3. Brochures, flyers, leaflet, booklets, etc. must be sponsored by a local non-profit organization, City function or community group.
4. It is the policy of the CAC not to advertise commercial endeavors unless they are specifically related to the objectives of community, such as cultural events which promote the welfare or educational enlightenment of the community.
5. No materials advocating the election or defeat of a candidate for public office, or which advocates the affirmative or negative vote for or against any proposition, whether political or otherwise may be display.
6. No materials which violate City of Burbank stated or written policies will be posted.
7. Acceptance for display does not signal endorsement of the organization or activity by the City of Burbank or CAC.
8. The CAC is not responsible for the loss or damage to displayed materials. All materials will be disposed of after the posted date, unless other arrangements are made.

MAGNOLIA PARK KIOSK DISPLAY CASE  
APPLICATION FOR DISPLAYS

*Please Type or Print Clearly*

Name of Exhibitor:

Name of Representative:

Name of Organization:

Address:

City:

Zip:

Phone Number:

Display Location:

Date of Use: From:

To:

***Please provide a description of materials to be displayed and the theme of the display:***

It is a condition of this exhibit that at the time property is placed on exhibition, the Exhibitor shall provide to the CAC a complete list of items for display. It is further agreed to hold harmless the City of Burbank, the CAC, its officials, agents, and employees from and against all claims, demands, suits and or judgments arising directly or indirectly, as a result of participation in this program.



FOR CAC USE ONLY

Date Application Received:

Date Approved:

On Calendar/Applicant Notified:

Representative Signature:

Date:

Display/ Material Picked Up: