

Street Banner Production Specifications

Overview & Timeline

University of Pennsylvania banner requests must be submitted to the Office of the University Architect for review.

After completing banner design and approval, allow at least four (4) weeks for production or rush charges may apply.

Banners must be delivered to Penn Facilities & Real Estate Services two (2) weeks prior to installation.

Material

Nylon or similar fabric only. NO vinyl, PVC, or Sunbrella.

All banners should be double-faced and lined with an opaque inner-liner.

Two D-Ring Tethers

Reinforced nylon web tab with welded 1.5" D-ring at top and a welded 2" D-ring at bottom along the same edge. Placed 5" and 7'-0" to center of ring from top of banner.

Printing

Acid-dye, dye-sublimation or digital printing. Applique or pigment screen-printing for one-time, short-term installations only.

Printable Area

Banner size minus 4" sleeve size (at top of banner).

Approval

Any alterations to these specifications must be reviewed and approved by the Office of the University Architect (OUA) and the University-approved installer to ensure proper installation.

Banners manufactured outside the parameters of these specifications without prior approval are in violation of the installation contract.

File Requirements

- Illustrator .eps or press-quality PDF
- Outline all fonts/ text as vector path
- Specify PMS colors or CMYK breakdown

Notes and Disclaimers

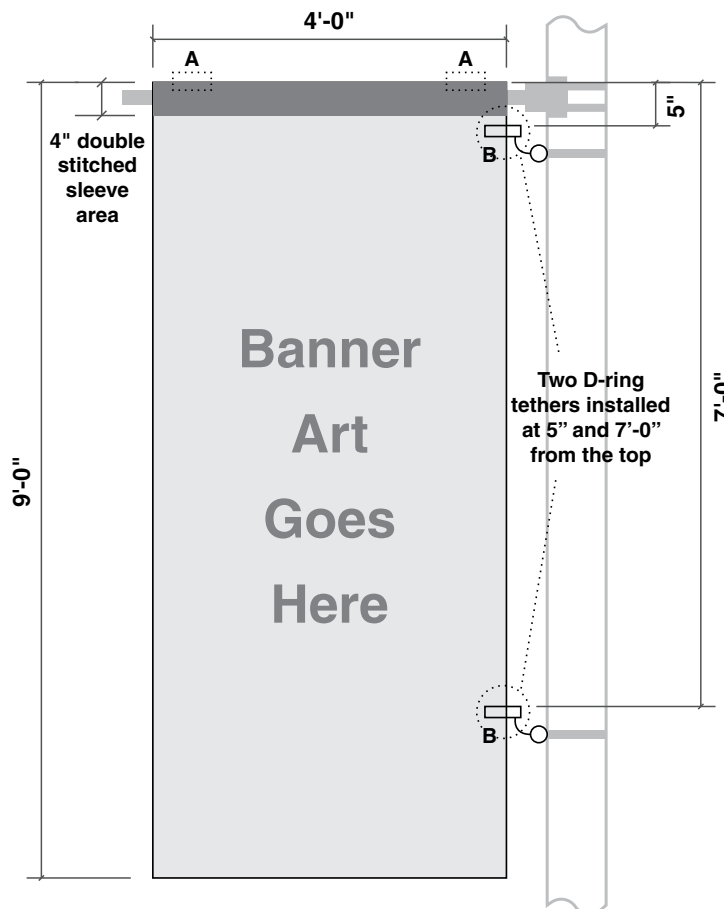
As of July 1, 2025 University City District (UCD) will no longer coordinate installing or removing decorative banners on the University of Pennsylvania campus. All banner requests and inquiries shall be directed to University of Pennsylvania's Office of the University Architect.

Penn/OUA is not responsible for the disappearance of or damage to banners from any cause including, but not limited to, wind, theft, vandalism, fire, or other natural acts which may prevent optimum banner display conditions.

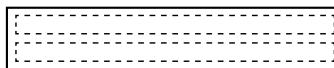
Penn/OUA reserves the right to remove or relocate banners upon notification of the client.

Client is responsible for the costs of banner repairs and the installation costs of replacement banners. Contact OUA for more information.

Clients may want to order extra banners for use as replacements in the event of loss or damage.



A. Velcro Tab Detail



Install two 5"x1" velcro tabs. The female/soft/loop part at the inside top of banner sleeve 1" from both openings.

Attach velcro with heavy-duty nylon or polyester thread using "box" stitching patterns as illustrated above.

B. D-Ring Detail

See Attached Sheet
D-Ring Detail 111511

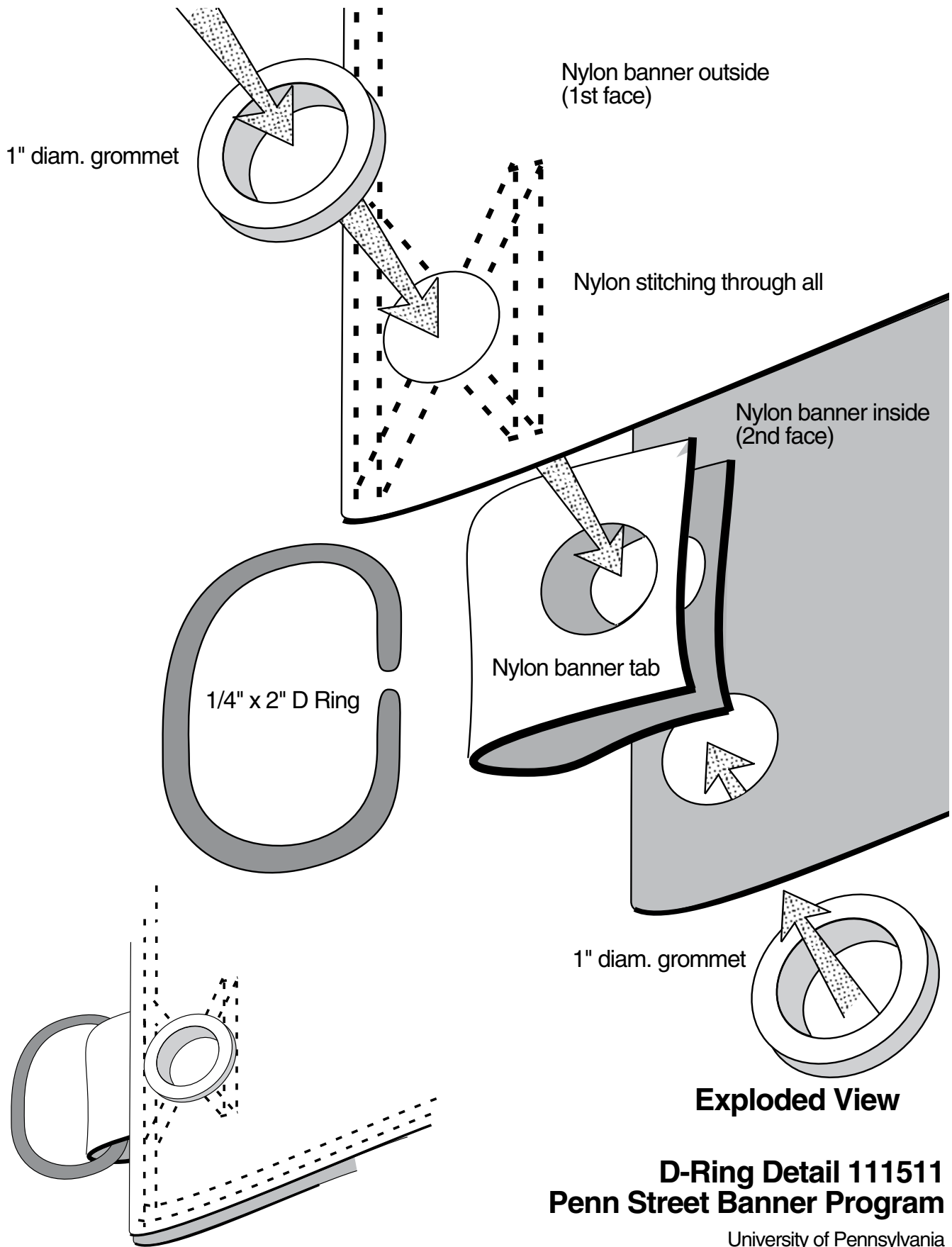
Note: Webbing to attach D-ring to banner should be sewn using heavy-duty nylon or polyester thread in the pattern shown in the attached detail and reinforced with a brass grommet. Cotton thread is not acceptable.

University of Pennsylvania Contact

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Preferred Banner Vendor

Swirling Silks/Modern Strategic Branding + Communication
118 Dickerson Road, Suite B, North Wales, PA 19454
Phone: 215-619-4700
Email: sales@swirlingsilks.com
www.swirlingsilks.com



D-Ring Detail 111511
Penn Street Banner Program

University of Pennsylvania
Facilities & Real Estate Services
Office of the University Architect
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