



Guidelines for utilizing the DWC Center window

Please review the following guidelines for use of the center window at the Durango Welcome Center. This window is managed by BID. All questions, concern about this space should be directed to the BID staff. **Contact Tanya Clegg at 970-375-5067 or by email at tanyac@downtowndurango.org.**

- **Set up and Take down**-The window will be changed over on Mondays. **The Set up will begin at 2pm and take down will take place at noon.** Exceptions will be made when Monday is Holiday. An email confirmation will be sent to you to confirm your set up/take down dates. Your reservation is for use of the center window only. **Please make sure to set up and take down on time.**
- **When you remove your display-** , please make sure to clean the space properly for the next guest, this includes removing all items, materials and objects used in the display. Please also remove any tape, hangers or other items used for your display. (please remove tape from window so it is clean for the next guest. We recommend that you **bring a step stool for set up/take down.** Please also bring a razor blade for cleaning off left over tape.
- **Guidelines for Set-up & Take down-**
 - Please be careful of the monitors located inside the window. Please do not cover the monitors and be careful to not bump into this equipment during set up and take down.
 - Do not put any holes into the Brick wall display- **DO NOT USE:** push pins, screws, nails, staples or other objects that could damage the back wall.
 - **DO NOT USE Duck table** or any type of extra strength table to attach items in the window. Absolutely No Duck tape is allowed. This damages walls and leaves residue.
 - Items can be hung with the following acceptable items: scotch tape, scotch re-useable dots, poster tack (blue r-movable sticktape) All items must be removed at the end of your display- this includes tape.
 - Event promoters may be liable for any damages to the window space. Please report any damages to BID staff.
 - If a sponsor is going to be featured in your window display, please contact BID
- **Display Guidelines-** The display should be attractive and not cluttered, yet fill a majority of the window space. Please make sure you plan ahead for what you will need for your display so that you will be ready to set up on the day of your reservation. Displays should be full and interesting to the public. A poster board and a few random items is not a complete display.
- **BID Decal-** The BID logo decal in the front window is a permanent fixture and should not be taken down at any time.
- **Check your display regularly!** Please have a representative from your organization check the display during your reserved time to make sure everything continues to stay in place. Please replace any items that have broken, fallen or become misplaced. We are not responsible for any lost, stolen, or broken items.

If you have any questions please contact Tanya Clegg at (970)375-5067 or cell phone at (970)946-8509