



**Port of Quincy Reader Board Use  
Rules and Regulations**

1. Requests must be received at least one (1) week prior to the date the message is to be posted. To ensure consideration of application, please submit by the 1 (one) week prior deadline.
2. Applications must include duration of message.
3. Digital messages will be displayed no longer than the duration period requested.
4. The Port Administration, or its designee, will prioritize applications depending on the number of applications received at the time of the request. No application will be denied on this basis, but advertisements may be delayed based on the number of applications submitted at once.
5. The Port Administration, or its designee, shall have sole authority to approve or deny applications, based on compliance with the criteria in section 6.
6. Digital messaging must meet the following criteria to be considered:
  - a) Cannot contain or insinuate vulgar or offensive language.
  - b) Cannot contain alcohol, tobacco, or firearms.
  - c) Cannot contain sexual or excretory subject matter.
  - d) Cannot contain false or misleading information.
  - e) Cannot contain copyright, trademark, or otherwise unlawful material.
  - f) Cannot contain demeaning or disparaging information.
  - g) Cannot contain political campaign speech.
7. Types of messaging NOT ALLOWED:
  - a) Items For Sale
  - b) Free items
  - c) Messages including but not limited to philosophical, political, religious messages.
  - d) Defamatory or threatening or disrespectful messages.
8. The cost is **\$25 per day, \$50 per week, \$200 a month.**

Contact Person:

Phone:

Address:

City:

Date to begin message:

Date to end message:

**Message:**

**Agreement for Use:**

I have read and understand the electronic message sign rules and regulations and agree to abide by them. Furthermore, I am authorized to sign on behalf of \_\_\_\_\_ and accept the terms and conditions as stated in the application. Being fully informed of these rules and regulations, I hold The Port of Quincy, and its employees, harmless of all claims, injuries, liabilities, damages, losses, or rights of actions resulting from the use of said electronic message sign.

**Signature:**

**Date:**

**Total Due \$**

**Date Received:**

