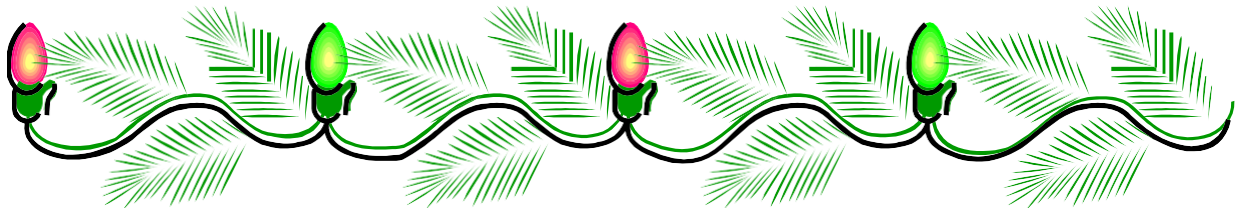




Portland General Electric



Application for Electrified Banners on PGE Poles

Updated January 2016

Electrified PGE Banner Application Process:

As a member of your community, PGE supports local non-profit activities that promote neighborhood beautification, cultural and historical events, community spirit and public involvement. We recognize that power pole attachments (banners) play an important role in such community activities, and we look forward to working with you to make these events a success.

However, PGE reserves the right to reject any application for use of its power poles for any reason, and to change or withdraw or remove the approved attachments at any time after the installation. PGE will not approve attachments of a political or religious nature, or those whose primary purpose is marketing on behalf of a for-profit organization. Banners or attachments that promote any ballot measure, political or religious issue or candidate that is or may be brought before the electorate is prohibited under this Agreement.

In accordance with ORS 757.325, all applications are processed on a first come, first serve basis.

ORS 757.325 *Undue preferences and prejudices.*

- (1) No public utility shall make or give undue or unreasonable preference or advantage to any particular person or locality, or shall subject any particular person or locality to any undue or unreasonable prejudice or disadvantage in any respect.
- (2) Any public utility violating this section is guilty of unjust discrimination.

Please read the entire application. You will sign a legal agreement with PGE and assume all liability for your attachments. Return the entire document for approval along with your certificate of insurance naming PGE as an additional insured. ***If your certificate of insurance is not in the name of your organization,*** please provide a letter or email from the named insured stating that you are covered by their insurance.

Please allow **20 business days** to process your application. If the type of attachment you wish to hang is not described in the application and is not excluded in the paragraphs above, please call 503-672-5576. If you have questions, please email UAMBanners@pgn.com.

What you need to know

- If approved, this application only allows you to attach your banner(s) to the PGE pole(s) specified. It does not provide any electrical connections that may be necessary to light your banner. ***If you need electrical service*** for your banner(s), you must call 1-800-542-8818 to initiate the process necessary to obtain it. You will be charged separately for the electrical installation as well as the energy used by your banner(s).
- For the purposes of this application, a “banner” may be: (*see also “INSTRUCTIONS FOR ATTACHMENT”, on page 10, for pictures*)
 - a flag
 - top only or top and bottom-hanging banner
 - cross-street banner
 - wreath or other holiday decoration
- This application is for Electrified Banners. If you wish to hang decorations that do not require electricity, please use the standard Application for Banners on PGE Poles. No cameras, noise monitors, sensors, or other like devices are allowed on PGE poles.
- Banners must meet specification and be attached according to the requirements that are stated later in this application.
- You must provide proof of general liability insurance in the amount of \$2M per occurrence and \$2M aggregate and assume any and all liability resulting from your “banner” attachment. ***If your certificate of insurance is not in the name of your organization***, please provide a letter or email from the named insured stating that you are covered by their insurance.
- You must acquire all other permits necessary to comply with all City, County, State (ODOT), or other governing body’s regulations and properly comply with their process, prior to installing your attachment to any PGE pole.
- The banner(s) must be attached by a qualified worker as defined by OSHA. All banners must be attached in accordance with the National Electric Safety Code (NESCC) and the installation must meet Occupational safety and Hazard Administration (OSHA) requirements. Toward the end of this application you will find requirements, recommendations, “dos and don’ts” and other tips for attaching your banner.
- You must complete and submit the entire Application For Electrified Banner(s) and receive approval from PGE, prior to installing your attachment to any PGE pole.
- Please allow 20 business days (four weeks) for PGE to process your application.

Information you will need to gather to complete the application

1. You must know and provide the pole and map number for each pole to which you want to attach a banner.

Every PGE pole contains a tag that looks like one of the pictures below. You must provide **both** the map (e.g. C73-14D in the top photo) and pole (e.g. 329) numbers.



Oval Pole Tag



Round Pole Tag

2. You must provide a Certificate of Insurance with the proper minimum liability coverage for the entire time the banner will be on the pole. ***If your certificate of insurance is not in the name of your organization***, please provide a letter or email from the named insured stating that you are covered by their insurance.
3. You must submit **both** the completed Application For Electrified Banner Form and the signed Permit and Indemnification Agreement.

The application that follows must be filed out completely. Answers such as “same” or “on file” will cause the entire application to be rejected.

APPLICATION FOR ELECTRIFIED BANNER(S)

Name of requesting organization: _____

Is your organization a non-profit? yes no

Contact Person: _____

Phone number: _____ Fax number: _____

Email Address: _____

If you are applying to hang a banner on 1 or more PGE poles, what will the banner say? **You must attach a sample diagram or picture, and write out the wording below.**

(PGE will not authorize banners of a political or religious nature or those whose primary purpose is marketing on behalf of a for-profit organization)

Who will hang the banner for your organization? _____

Banners must be hung by a qualified and experienced worker.

Type and number of banners:

Please include the dimensions and weight (Dim. & Wt.) of your banner(s), immediately below the type of banner you identify.

_____ **Single-pole, flag style banners**

Dim. & Wt. _____

_____ **Single top & bottom hanger banners**

Dim. & Wt. _____

_____ **Floral baskets**

Dim. & Wt. _____

_____ **Single top hanger banners**

Dim. & Wt. _____

_____ **Holiday decorations (only electrified)**

Dim. & Wt. _____

_____ **Cross street banner**

Dim. & Wt. _____

Total number of poles affected: _____

Please list the pole identification number and map number of all poles on which you wish to place your banners: **(Note: if you attach a list of poles, please submit an electronic copy in Word or Excel.)** A map may be attached for clarification but does not replace the requirement to list them below.

POLE #	MAP #	POLE #	MAP #

**For additional poles, please attach a spreadsheet*

Attachment dates:

Banners will be placed on: _____

Banners will be removed on: _____

Submit proof of General Liability Insurance with minimum limits of \$2,000,000 per occurrence and \$2,000,000 aggregate covering the time period you identified above. ***If your certificate of insurance is not in the name of your organization***, please attach to your application a letter or email from the named insured stating that you are covered by their insurance.

ESTIMATED WATTAGE USAGE

Because the energy usage of electrified banners is not metered, you must provide PGE with a reasonable estimate of energy usage per type of banner, for the duration of its time on the pole. We ask that you show your calculations in the Calculation Table provided below. PGE reserves the right to increase or decrease the estimate due to calculation errors, unreasonable estimates, or those with no calculation provided, etc.

To assist you in calculating a reasonable estimate of energy, a calculator tool is available for use by following the link, provided below, to a US Department of Energy (DOE) website:

<http://energy.gov/energysaver/articles/estimating-appliance-and-home-electronic-energy-use>

Follow these steps for finding the annual energy consumption of your electrified attachment, as well as the cost to operate it:

1. Find the wattage of the product. It may be stamped on the decoration or you can contact the manufacturer of the product. Online sources may also be helpful to find this information. You can also determine the wattage of the decoration yourself, by multiplying the amperes by the voltage.
2. Determine the number of hours the decoration will be lit each day. If the banner will be lit “dusk to dawn”, please keep in mind that winter hours of darkness are about 14 hours.
3. Count the number of days your decorations will be attached and operated.
4. Usage can be calculated as follows on the next page:

CALCULATION TABLE

Number of Decorations	Wattage of Decoration (1)	times Hours/Day (2)	divided by 1,000 (/1000)	times Number of Days (3)	equals Usage
#	wattage	x hrs/day	/1000	x days	=usage

If you have different types of electrified decorations that each use different wattages, please use a separate row to calculate usage for each type.

<p>Office Review</p> <p>Application Returned: date _____ Reason: _____</p> <p>_____</p>

PGE reserves the right to reject any application, for attachments to its power poles, for any reason. PGE also reserves the right to change its attachment requirements, withdraw its permission, and move or remove the approved attachments at any time after the installation.

PORTLAND GENERAL ELECTRIC COMPANY PERMIT AND INDEMNIFICATION AGREEMENT

This Permit and Indemnification Agreement (“Agreement”) is between _____ (“Applicant”) and Portland General Electric, an Oregon Corporation (“PGE”).

In consideration of their mutual promises, the parties agree that:

1. PGE permits Applicant to install, maintain and remove only the banners listed in the application. Once authorized, banners may be attached only to the poles identified and approved by PGE.
2. Applicant’s equipment and attachments shall be installed and maintained in accordance with the specifications and clearances required by the **National Electrical Safety Code** and PGE’s **Electrical Service Requirements Book**. An inspection by PGE engineering/field personnel may be required and additional conditions may be imposed to ensure compliance.

Equipment/attachments shall be satisfactory to PGE in design, construction and safety. If, in the sole opinion of PGE, the equipment/attachments present a hazard, PGE may remove, without notice, or request the Applicant to modify or remove one or more attachments if the design, construction or installation are unsatisfactory to PGE. Any and all costs and expenses for both installation and removal or repair of equipment/attachments shall be borne by the Applicant. Under no circumstances shall PGE be responsible for any costs or liabilities associated with installation, maintenance and removal of Applicant’s equipment/attachments. Should it become necessary for PGE to relocate a pole to which a banner is attached, the Applicant shall be responsible for the removal or relocation of its equipment/attachments and all costs associated with the removal or relocation. If, at any time, Applicant’s equipment/attachments interfere with PGE’s equipment or operations, PGE, in its sole discretion, may take steps to eliminate the source of such interference.

3. Applicant recognizes the potential hazards to him/herself, his/her employees or agents and to others arising from work in the vicinity of PGE’s electric power lines and equipment. Applicant shall not touch or interfere with PGE’s lines or equipment. Applicant agrees to accept responsibility for adequately protecting against such hazards.

4. Applicant further agrees, to the extent authorized by law, to indemnify and hold PGE and its affiliates, including each of their directors, officers, employees and agents, harmless from any and all claims, demands, suits, losses, costs, expenses, liabilities, governmental fines and penalties and damages of every kind and description, including attorneys’ fees (each a “Claim”) resulting from or in any way connected with the installation, existence, maintenance or removal of said equipment/attachments (including loss of or damage to any property of PGE, Applicant, or any third parties, as well as injury to or death of the Applicant, employees or agents of the Applicant, employees of PGE or any third parties).

5. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, PGE SHALL NOT BE LIABLE TO THE APPLICANT FOR ANY LOST OR PROSPECTIVE PROFITS OR ANY SPECIAL, PUNITIVE, EXEMPLARY, CONSEQUENTIAL, MORAL, INCIDENTAL OR INDIRECT LOSSES OR DAMAGES (IN TORT, CONTRACT, OR BASED ON ANY OTHER LEGAL OR EQUITABLE THEORY) UNDER OR IN RESPECT OF THIS AGREEMENT, WHETHER OR NOT ARISING FROM PGE’S SOLE, JOINT OR CONCURRENT NEGLIGENCE AND WHETHER OR NOT PGE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

6. Prior to the installation of equipment/attachments, the Applicant shall obtain a commercial general liability insurance policy, naming PGE as an additional insured. Minimum coverage shall be combined single limit of \$2,000,000 per occurrence and \$2,000,000 aggregate. Prior to installation, appropriate evidence of such insurance shall be submitted to PGE, as well as a provision for 30 days’ written notice of

cancellation. Notice of cancellation of the Applicant's insurance policy shall constitute a breach of contract by the Applicant.

7. The Applicant agrees to obtain any and all state, county and municipal permits and licenses necessary for the installation, maintenance or removal of its equipment/attachments.

8. PGE agrees to supply the electric current to the Applicant for the temporary illumination/operation of attachments. Applicant agrees to pay PGE for supplying such electricity to illuminate/operate Applicant's attachments. Applicant understands and agrees that billing for such electrical services follows a flat rate schedule contained in PGE's retail tariff and is based on the number of hours in a day and the total number of days Applicant's attachment(s) is/are electrified.

9. The Applicant recognizes that banners or attachments that promote any measure, issue or candidate that is or may be brought before the electorate, are prohibited under this Agreement. The Applicant also recognizes that banners or attachments, the primary purpose of which is marketing on behalf of a for-profit organization, are prohibited under this Agreement. PGE reserves the right to review and reject, for any reason, any language contained on any banner proposed for attachment and, at its discretion, PGE may terminate this Agreement and require removal of any banner or attachment that is later determined to be political or religious in nature.

10. Applicant's rights hereunder shall commence on _____(date) and shall terminate on _____(date). On or before _____(termination date) the Applicant agrees to remove their equipment/attachments. Under no circumstances are Applicant's banners permitted or approved as permanent attachments to PGE poles. Attachment(s) shall be removed by the date specified above, and failure to do so shall constitute a breach of this Agreement.

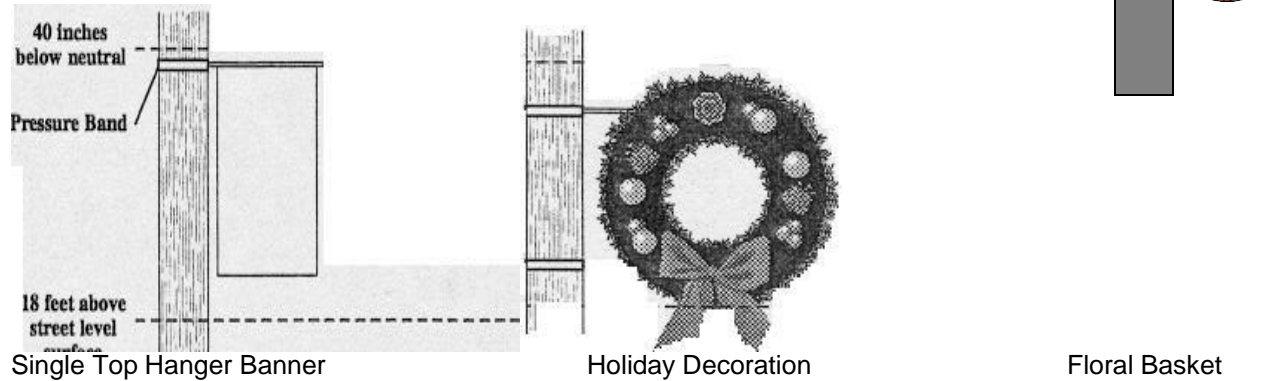
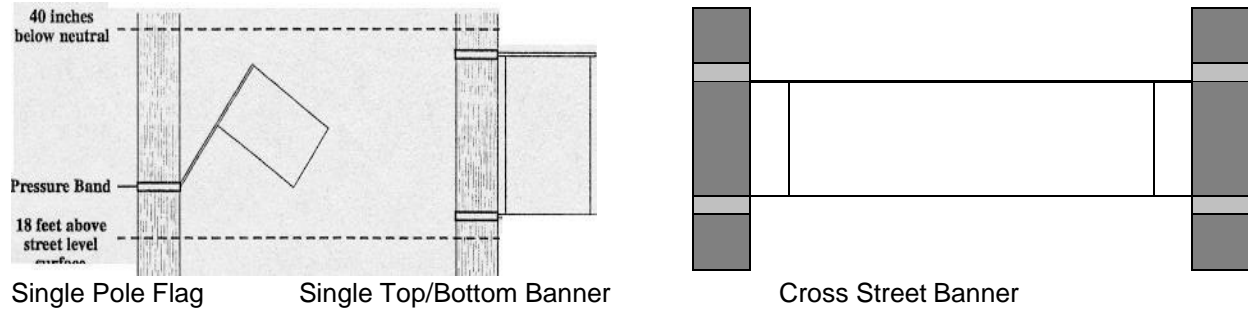
Your permit will not be considered valid until a Certificate of Insurance has been received by PGE. The following INSTRUCTIONS FOR ATTACHMENT are hereby incorporated by reference and made a part of this Agreement.

for: _____ (Organization Applying for Attachment Permit)	for: PORTLAND GENERAL ELECTRIC
Print name: _____	Print name: _____
Title: _____	Title: _____
Signature _____	Signature _____
Date _____	Date _____

<p>PGE Office Use Only: Permit approved?</p> <p>Yes _____ No _____</p>
--

INSTRUCTIONS FOR ATTACHMENT

PGE allows a variety of attachments to be suspended from its power poles, including:



Types of Attachments Permitted

PGE must approve all attachments and their configurations before they are installed. The attachments must have the following characteristics:

- Use only metal pressure bands to attach brackets. The drilling of holes and use of bolts is not allowed.
- Cross Street Banners must be tethered by ropes from pole to pole. The use of metallic cables is not allowed.
- Install wind slits to allow wind to pass through @ the ratio of one slit per 4 square feet (applies to banners only).
- Total of **1** banner crossing the street shall not **exceed 36" tall X 30 ft. long.**
- If electrified, all equipment must meet the requirements as outlined in the section titled **Electrification of Attachments**, below.

*Attachments are also subject to specific criteria on the types of poles and hangers and the location and installation of attachments.

Type of Poles Permitted

For safety reasons, PGE's **wood poles** are the only type of pole from which banners, flower baskets, holiday decorations and other attachments may be suspended. Attachments **are not permitted** on **wood laminate, fiberglass, aluminum or steel poles**.

Location of Attachments and Hangers

Attachments and their supports must be located at least 40 inches below any electrical conductor (wire), including neutrals¹. If the attachment hangs over the street area, the lowest point of the attachment must be at least 18 feet above the street surface. Attachments made to the sidewalk-side of the pole may be at a lower elevation, if approved by PGE.

Types of Hangers Permitted

Drilling is not permitted on PGE power poles. Therefore, **pressure band hangers** are the only type of hanger approved for use. Attachments may be installed using a single (top) hanger or dual (top and bottom) hangers.

Installation Requirements

The requesting organization is responsible for installing the attachments. Non-conductive ladders and mechanical hoists are the only approved methods of installation (**never use a metal ladder**). **Climbing power poles is prohibited.**

PGE requires that all attachments be installed according to the National Electric Safety Code. The installation activities must also meet Occupational Safety and Hazard Administration (OSHA) requirements. Electrified Attachments must also meet the additional criteria described below.

All attachments are installed and removed at the applicant's expense.

Electrification of Attachments

For lighted and/or electrically operated holiday decorations and related attachments, the organization for whom the application is submitted is responsible for ensuring that:

- All attachments are installed according to the National Electric Safety Code.
- A licensed electrician performs the wiring and installation of all electrified attachments the applicant has been permitted by PGE to install.
- Junction boxes and electrical connections are "all-weather" type (minimum NEMA 3R), with built-in circuit breakers and electronic light sensors (photo cells).
- The upper most part of junction boxes shall be installed at least 40 inches below any PGE conductors, including drip loop and neutrals.
- Wires from the junction box that are to be connected to a PGE secondary conductor are contained in conduit not to exceed 1 inch in diameter, and are of sufficient length to allow the electrician to install the weather head at least 8 inches above the lowest secondary conductor and still have 12-inch minimum tails to make the connection to the secondary.

Provided the appropriate arrangements are made in advance, PGE will supply the electric current needed to illuminate/operate the attachments and will send an invoice to the requesting organization. PGE's billing for electrical services follows a flat rate schedule and is calculated based on the wattage of electrified attachments (provided by requesting organization), number of hours a day and total number of days the attachment(s) is/are electrified.

Permits from Other Governmental Agencies

Cities, counties, the Oregon Department of Transportation or other government agencies may have jurisdiction over the thoroughfares where power poles are located. The requesting organization should

obtain all applicable permits from the applicable governmental agencies at least four weeks before the attachments are installed. **Copies of any required governmental agency permits must be submitted to PGE along with the completed application.**

PGE Inspections

PGE may conduct an inspection prior to granting approval to see if PGE considers the proposed installation to be safe and feasible. PGE may also inspect the attachments either during or after installation. If PGE determines that the attachments are not in compliance, or that they are likely to create a hazardous condition, the applicant will have five days to correct the installation. Otherwise PGE may remove the attachment at the applicant's expense and without further notice. PGE is not liable for damaged or lost attachments.

Removal of Attachments

Approval for attachments is only on a temporary basis and the requesting organization is responsible for removing the attachments by the date specified on the Permit and Indemnification Agreement. If the attachments are not removed by the date specified, then after one week, PGE may remove the attachments at the applicant's expense. PGE is not liable for damage or lost attachments.

PGE Right of Refusal

PGE reserves the right to reject any applications for attachments to its power poles. PGE also reserves the right to change its attachment requirements, withdraw its permission, and move or remove the approved attachments at any time after the installation. Should PGE have to work on or remove a pole containing attachments, PGE is not liable for damaged or lost attachments.

Requirements for Application

At least four weeks prior to installation, the requesting organization must submit this application, completed and returned in its entirety to PGE's Utility Asset Management:

Permit and Indemnification Agreement

The requesting organization is required to submit a PGE Permit and Indemnification Agreement. The following information must be included with the Permit and Indemnification Agreement:

- Applicant's name, address, telephone number and contact person
- Date when attachments will be installed and removed
- Application with pole identification and map numbers
- Certificate of Insurance

The Permit Indemnification Agreement shall be signed by an authorized representative of the requesting organization and sent along with the summary and application forms to PGE Utility Asset Management. After reviewing and approving the application, PGE will sign the Permit and Indemnification Agreement and send a signed copy to you.

Proof of General Liability Insurance

The applicant is required to provide proof of its General Liability Insurance by submitting a Certificate of Insurance. This insurance certificate must be specifically endorsed to include PGE as an additional insured. Minimum required coverage is a combined single limit of \$2,000,000 per occurrence and \$2,000,000 aggregate. Insurance coverages and carriers must be acceptable to PGE.

Return the Permit and Indemnification Agreement, the completed application form, an insurance certificate, and any electronic lists of poles and any maps to:

Email: UAMBanners@pgn.com

You will receive a reply email as confirmation that your application has been received.

Additional contact information:

PGE - Utility Asset Management

Attention: Banner Coordinator

2213 SW 153rd Drive

Beaverton, OR 97006

Phone: 503-672-5576

FAX: 503-672-5555