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OFFICE OF THE CITY CLERK
CAMBRIDGE, MASSACHUSETTS

February 21, 2014

To the Honorable City Councilors of Cambridge City Council
City Hall, 795 Massachusetts Avenue
Cambridge, MA 02139

Dear Council Members:

I am writing to respectfully request your permission to hang banners to celebrate and publicize the upcoming Cambridge Science Festival. The banners would be hung during the week of March 10, 2014 and be taken down the week of April 28, 2014.

The request includes:

- One 3' x 20' street banner to be hung across Massachusetts Avenue on the City's existing wires at Norfolk Street.
- Fifty-seven 24" x 36" street pole banners to be hung on poles in Harvard Square.
- Ninety-three 30" x 60" banners to be hung on poles along Massachusetts Avenue, from Memorial Drive to Harvard Square.
- Sixteen 30 x 60 banners to be hung on poles along Broadway, from Ellery Street to Felton Street.
- Eighteen 30" x 60" street pole banners to be hung on poles along Massachusetts Avenue from Inman Street to Bigelow Street.

All banners will be double sided so that they will look the same from both sides. Enclosed are the designs for the street banner and the pole banners. If you have questions or need additional information, please don't hesitate to contact me at 617-253-6847 or padarb@mit.edu.

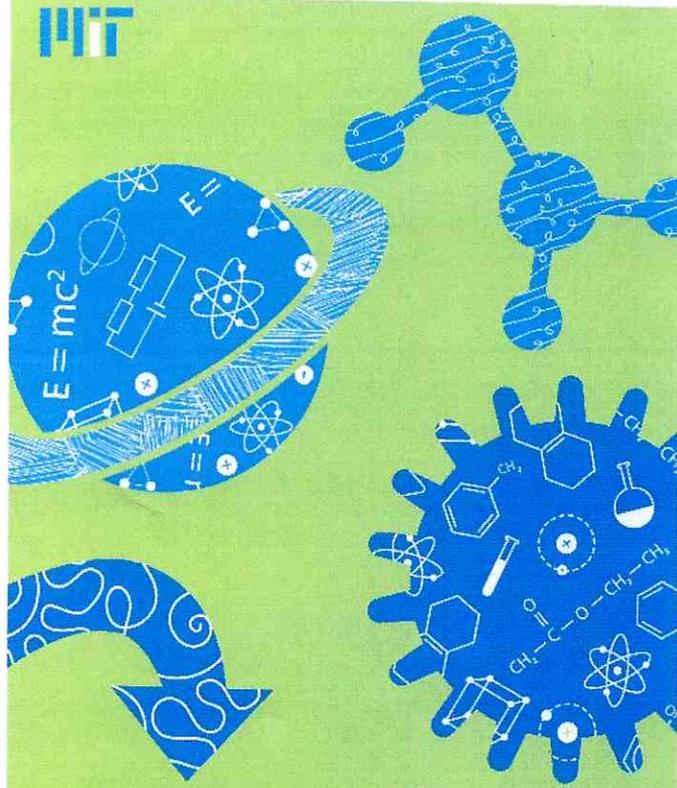
Thank you very much for your consideration of this request, and for the City of Cambridge's support of another very successful Cambridge Science Festival!

Sincerely,

A handwritten signature in black ink that reads "P.A. d'Arbeloff".

Ms. P.A. d'Arbeloff
Festival Director, Cambridge Science Festival

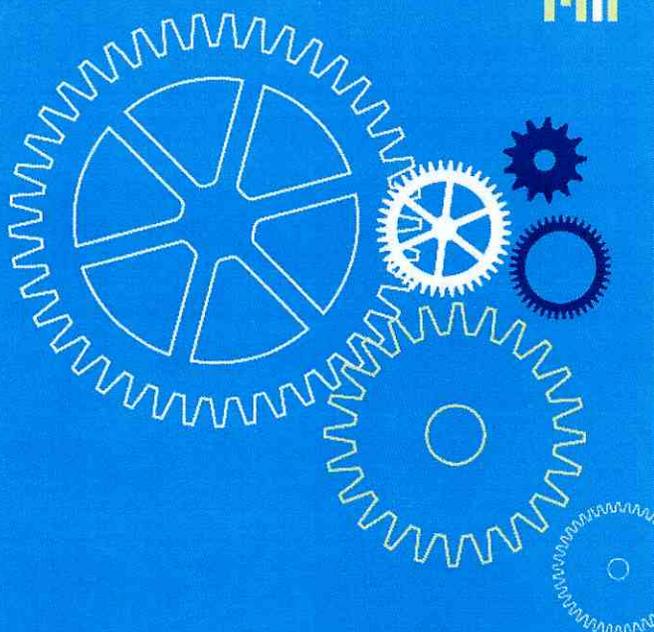
CambridgeScienceFestival.org



APRIL 18 – 27
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CAMBRIDGE
SCIENCE
FESTIVAL!

CambridgeScienceFestival.org

Cosgrove, Marybeth

From: Lenkauskas, Steve
Sent: Thursday, January 30, 2014 8:59 AM
To: Brenda M Blais
Cc: P. A d'Arbeloff; Cosgrove, Marybeth; Rodibaugh, Annette
Subject: RE: Banners
Attachments: Science Festival Banner App.pdf

Brenda,

The locations have been approved for attachment from the Electrical Department. Your next step will be to submit the paperwork, including the banner design to the City Clerk's office for City Council approval. Please contact Annette Rodibaugh at DPW for the street banner on Mass Ave.

Thank You,

Stephen J Lenkauskas
City Electrician
City of Cambridge
Electrical Department
Tel. 617-349-4925



From: Brenda M Blais [<mailto:bmblais@MIT.EDU>]
Sent: Wednesday, January 22, 2014 1:10 PM
To: Lenkauskas, Steve
Cc: P. A d'Arbeloff
Subject: Banners

Hi Steve, PA d'Arbeloff has given me your email; we are requesting approval for the hanging of the Cambridge Science Festival 2014 street pole banners. I have attached the Banner Permit application along with the pictures of the street pole banners and the Mass. Avenue banner. Once I have your approval, I will request approval from the City Councilors.

Please let me know if you need anything else from us here at the Cambridge Science Festival.

Brenda Blais