



Office use only:
Confirmed Dates:

2018 Application for the DWC window managed by BID

Thank you for your interest in utilizing the Durango Welcome Center (DWC) window, courtesy of the Durango Business Improvement District (BID). The DWC window display is a terrific way to highlight your upcoming event right in the heart of Downtown Durango. The DWC receives over 100,000 guests annually, (and many more walk by this window) making this a terrific opportunity to capture the attention of many guests that are visiting the area as well as locals. The window is available to organizations and groups hosting an event in Durango. To reserve your spot in the DWC window, please complete the form below and review the guidelines. Once we receive your request we will send back a confirmation of your reserved dates. A maximum of 3 weeks will be allowed for any organization to use the window. Feel free to contact tanyac@downtowndurango.org if you have any questions.

Contact information:

Business or Organization Name: _____ Phone: _____

Contact Person: _____ Email: _____

Event Date(s): _____ Dates Requested for DWC window: _____

Name of the Event: _____ Type of Event: _____

Tell us about the display you plan on making in the window? (Materials, items on display, overview of the display)

Overview:

The center window at the Durango Welcome Center is managed by BID. The window can be used to promote a local events taking place in Durango. All inquiries or questions about the use of this window should be directed to the BID staff at 970-375-5067.

The window can be reserved for a maximum of 3 weeks. Window displays will be changed over on Monday unless Monday is a Holiday. Please review guidelines for set up and take down times.

The center window at the welcome center window is a highly visible space. We are looking for displays that are attractive and not cluttered, yet fill a majority of the window space. Displays should be full and interesting to the public.

I have reviewed and agree to the guidelines for the use of the DWC center window.

Signature: _____

Please return this agreement to tanyac@downtowndurango.org. Confirmations will be sent following the review of the requested dates and the availability of the DWC window. Reservations are made on a first come first serve basis.

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Application received: _____ Approved; _____ Declined: _____ Approved Dates: _____

Confirmation sent:: _____ Notes: _____