



Office of the
BOARD OF SELECTMEN
ABBOT HALL
188 Washington Street
MARBLEHEAD, MASSACHUSETTS 01945

TOWN OF MARBLEHEAD SANDWICH BOARD SIGN REGULATIONS

SANDWICH BOARDS ALLOWED *APRIL 15TH TO NOVEMBER 1ST ONLY*

- A letter requesting placement of sandwich board signs should be submitted to the Board of Selectmen stating the requested dates/locations for signs and include the following information: Event date, time, location and group sponsoring the event. Requests will be accepted up to 3 months ahead of time.
- Placements are limited to one week – Monday to Monday
- No locations other than the ones pictured in this brochure are allowed: Gatchell Green (Lafayette and Maple), Bailey Square (Tedesco and Humphrey), Tent's Corner (Humphrey and Pleasant), Chamber of Commerce, Atlantic and Seaview.
- **ALL** sign letters must be **at least 4 inches** tall.
- Signs must be rain and weather proof. **No other objects** should be attached to the sign/board (i.e. balloons, flowers etc)
- Signs must state clearly the organization sponsoring the event.
- Signs must not block sidewalks or access. See Attached.
- Signs are approved for specific time periods and each organization is responsible for maintaining and removing their own signs as well as the sandwich boards.
- Any conflicts that arise will be settled by the Selectmen's Office.
- Storm, weather or otherwise damaged signs must be repaired immediately or they will be removed.
- Proper care should always be taken to avoid any damage to the island gardens and irrigation systems. Sign sponsors will be liable for such damage caused by their signs.

PLEASE NOTE: The Board of Selectmen has given permission to the League of Women Voters to place sandwich board signs on the days of any town-wide election and the days of Town Meeting. If the sandwich board sites are at capacity, the last requested board shall be removed. This is in effect year round.



This location is at the Chamber of Commerce Island at the corner of Pleasant and Essex streets. (That's Talbot's on the left.) Place the sandwich board on the grass – Do NOT put in on any portion of the sidewalk on any side of the island. The Americans with Disabilities Act requires that the sidewalk be at least 36 inches wide and if the sandwich board is on any portion of the sidewalk, this requirement will be violated.



This location is at Tent's Corner, the intersection of Humphrey and Lafayette streets in front of the Marblehead Savings Bank branch office. Place the sandwich board between the traffic control plate (foreground, flush to the ground) and the wooden telephone pole, just a bit closer to the pole than the plate. A piece of cardboard shown above is in exactly the right place. Do NOT place the sandwich board on the sidewalk and do NOT place it over the traffic control plate, where it will block drivers' view of intersecting streets.



This location is adjacent to the Clifton Improvement Association parking lot at the corner of Atlantic and Seaview avenues. At this location, there is no paved sidewalk between Seaview Avenue and Preston Beach Road, but there is a path that should be kept open since it is still navigable in a wheel chair. Place the sign where the cardboard above (at the trunk of the tree) is located, just to the Marblehead side of the metal utility plate. This will allow access to the plate, allow the sign to be seen clearly from both directions on Atlantic Avenue and not block the view of traffic



This location is in Frederick W. Bailey Square, at the corner of Tedesco Street (on the right) and Humphrey Street (on the left), roughly opposite the Glover School. This is the **ONLY** location where the feet of sandwich boards may touch pavement, but the sign must be placed either directly in front of the utility panel (just to the left of the sandwich board above) or to the **RIGHT** of the utility panel. Do **NOT** move the sign forward of the location shown above. The Americans with Disabilities Act requires that the sidewalk be at least 36 inches wide and the narrowest part at this intersection is between the grass and the traffic sign at the right of the picture above. Do **NOT** make it any more narrow.



This location is on Gatchell Green, at the intersection of Lafayette and Maple streets. Place the sign to the left of the “Welcome to Marblehead” at any angle you wish, but do NOT place it on any portion of the sidewalk. The Americans with Disabilities Act requires that the sidewalk be at least 36 inches wide and that requirement will be violated if sandwich boards are placed anywhere touching the sidewalk.