



# Sign Policy

*To maintain the building's Class A appearance, all tenants must adhere to the following sign guidelines. All non-compliant signs will be removed.*

**Dimensions:** Signs must fit in the building sign holders (22 inches wide, 28 inches tall).

**Material:** Signs must be made of durable poster material (e.g., styrene, foam core board).

**Approval:** Signs must be approved by the building management 48 hours before the event.

**Delivery:** Signs must be delivered to the building management office one day before the event.

**Placement and Removal:** Signs will be placed by building personnel half an hour before the event start time. Signs will be removed half an hour after the event end time. Requests for longer placement must be approved by building management.

**Pickup:** Signs can be picked up from the building management office after removal.

**Quantity:** A maximum of two skyway signs are allowed per event.

**Prohibition:** Easels are not permitted.

**Sign Submission:** Sign proofs can be sent via email to [breanna.cayo@cbre.com](mailto:breanna.cayo@cbre.com) or dropped off at the building management office.

## **Contact Information:**

For any questions, please contact the building management office at 612-672-3011.

# CAPELLA TOWER SIGN APPROVAL FORM

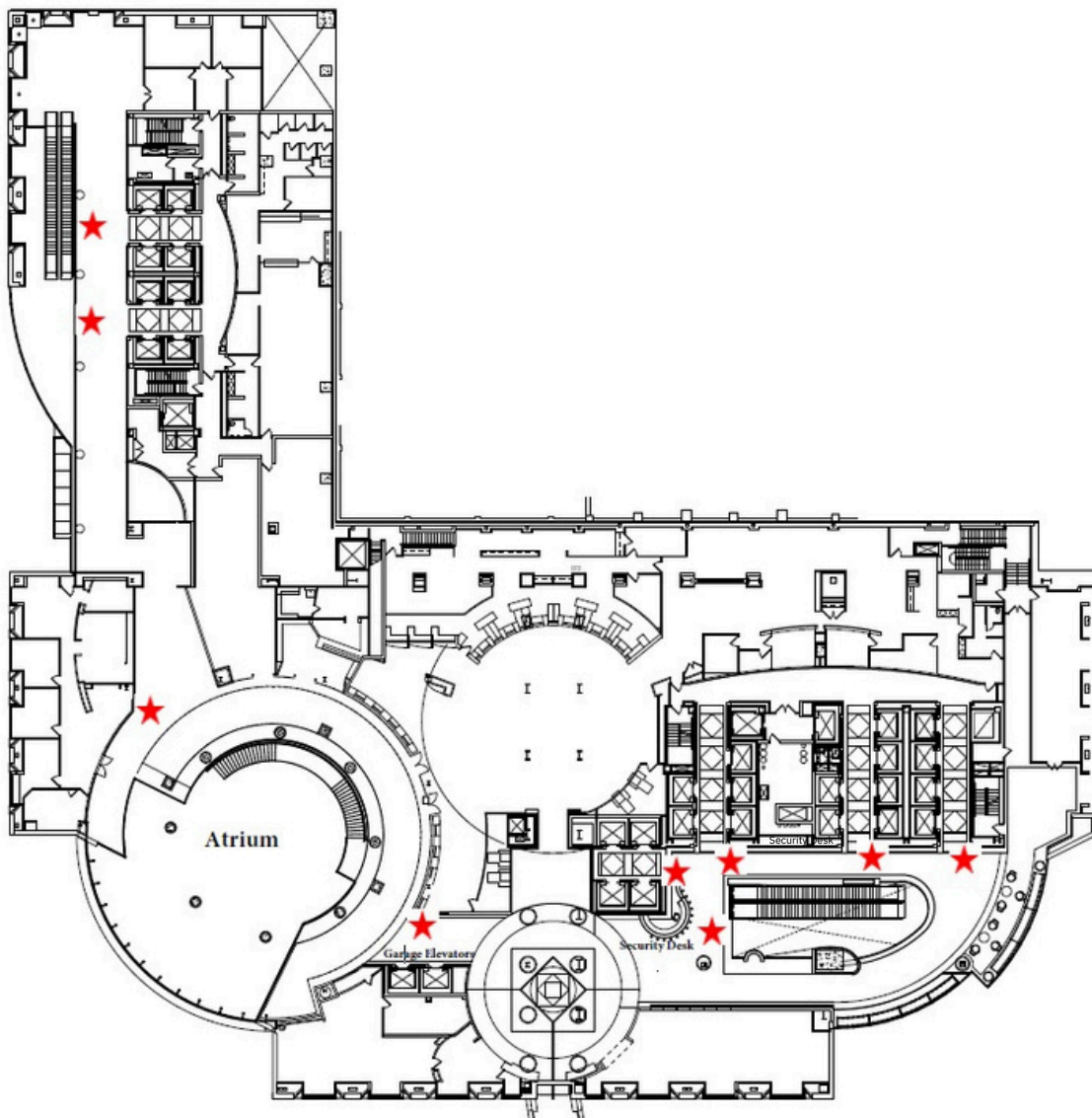
Tenant:\_\_\_\_\_

Tenant Contact Name:\_\_\_\_\_

Tenant Contact Phone Number:\_\_\_\_\_

Event Date:\_\_\_\_\_ Start Time:\_\_\_\_\_ End Time:\_\_\_\_\_

Tenant Signature:\_\_\_\_\_



Capella Tower Management Approval: \_\_\_\_\_