



## **Guidelines for Posting on [discoverpeekskill.com](http://discoverpeekskill.com)'s Calendar of Events Approved February 2019**

The Peekskill Business Improvement District is pleased to offer and maintain a calendar of community events for the enjoyment and benefit of local residents and visitors alike. Our goal is to promote events that bring people into Downtown Peekskill for the betterment of our business community, before, during or after events. Make a day, night, or weekend of your time here.

The following guidelines have been established to assist in your submissions, assure ample time to promote your event and maximize business opportunities associated with bringing people to our region.

- The Peekskill Business Improvement District reserves the right to accept, decline or remove any calendar submission at its sole discretion.
- Events must be of general interest for public attendance by non-profit groups, businesses, educational institutions, etc. Events such as individual garage sales, etc. will not be posted.
- BID member businesses, commercial tenants and non-profit groups located within the BID boundaries will be given priority calendar placement.
- Businesses within the BID district may post specific events on specific dates, including sales, open houses, ribbon cuttings, etc. General advertising and promotion is not permitted.
- Posted events must be held in or near the City of Peekskill. Events in close proximity to Peekskill and the downtown may be given priority placement.
- All entries should be submitted 21 days in advance of the scheduled event date. Entries submitted in less time may not be posted.
- The BID will attempt to approve and place the calendar listing as quickly as possible, but at least five days must be allowed for the listing to be approved or posted. Some submissions may require more lead time.
- The BID calendar is equal opportunity and non-discriminating. Events are considered without regard to the race, color, age, sex, religion, national origin, disability, handicap, marital status, sexual orientation or veteran's status of sponsoring organizations/members.
- To avoid being overwhelmed by submissions, the BID will accept only events that are occasional by nature. Ongoing weekly or monthly events that are submitted with the expectation of continual listings may be posted at the discretion of the BID.
- To ensure that an organization's or business' most important events are given maximum consideration, organizations and businesses may be limited to listing four events per month. Exceptions may be granted by the BID in its sole discretion if deemed of value to the business community.

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- To be listed on the community calendar, the event must be open to the public. Event fees may be charged but must be clearly stated in the listing.
- In the interest of space, the BID reserves the right to limit the amount of information provided on the community calendar for any event.
- Photos, in good taste, are permitted but may be limited in size and to an acceptable format.
- The BID reserves the right to limit the types of events accepted on the community calendar to those that it deems to be in good taste and in keeping with the standards of the community and the mission of the BID.
- No political events will be permitted. Consequently, the BID will not list on its community calendar those events sponsored to promote a particular candidate or candidates or events, or sponsored by a candidate, whether incumbent or challenger.
- As for events designed to advance one or another side of a political issue, the BID will promote only those events approved by the BID's Board of Directors. Upon request, the BID staff can submit exceptions to the Board of Directors for approval, but that requires at least a 45-day lead time. Such events that cannot be reviewed by the board at a regularly scheduled board meeting will not be posted.
- The BID publishes calendar listings free of charge as a community service and will not be responsible for checking the correctness of the entry.
- In the event there is a posted error in the listing, please resubmit the listing for re-approval. Please note that errors reported will be acted upon as time permits.
- In the event of an event cancellation due to weather or other circumstance, please make sure there is an appropriate contact within the listing; the BID cannot remove listings on short notice and it is the responsibility of the posting party to handle inquiries. The BID will not respond to inquiries on behalf of a posting organization.
- The BID is not responsible for errors or any losses/inconvenience resulting from errors by the submitting organization or the BID, its board, its staff or its consulting partners.
- Unless explicitly stated, the Peekskill BID does not endorse any event. Inclusion on the BID calendar implies no financial relationship between the event and BID. The BID will bear no fiscal responsibility or other liability for any listed event.
- If your listing does not meet the stated criteria, it will not be posted.

For inquiries about these guidelines, please email [peekskillbid1@gmail.com](mailto:peekskillbid1@gmail.com).