

2019 CITIBANK SIGNUP – CITY OF RYE

This year's Citibank Signup will be held electronically on Eventbrite. Weeks will go on sale on July 11, 2018 at 10:00 a.m. and will be sold on a first-come, first-served basis. Please READ the following instructions in their entirety:

EVENTBRITE LINK:

<https://www.eventbrite.com/e/city-of-rye-citibank-sign-2019-will-open-on-july-11-2018-at-10am-registration-46822073081>

1. We strongly recommend creating an Eventbrite user account prior to the signup.
2. At 10:00 a.m. on July 11, the signup will be live. IF YOU ARE ON THE SITE PRIOR TO THEN, YOU WILL NEED TO REFRESH THE PAGE in order to see the green “REGISTER” button appear at the start time.
3. To select a week, click REGISTER once that button appears at 10:00, and a list of dates will appear. **YOU CAN CHOOSE UP TO THREE WEEKS PER ORGANIZATION. IF YOUR ORGANIZATION CHOOSES MORE THAN THREE, YOUR ENTIRE APPLICATION WILL BE VOIDED, AND THE DATES YOU CHOSE WILL BE RE-OPENED TO OTHERS. There are no exceptions.**
4. Proceed to checkout after choosing your available week(s). You will be prompted to enter your information. *If you already have an Eventbrite account, your information will likely auto-populate.*
5. **Payment:** The fee for the 2019 sign is \$35/ week, paid by credit card. Please note that there will now be a convenience fee attached to your payment.
6. You will receive confirmation on Eventbrite and in your email. Please PRINT your confirmation and retain for your records. **The information on sign specifications and drop-off times will be in your email.**
7. Weeks are expected to sell quickly. Please be patient; it might be best to have your preferences written down in case you do not get your first choice.

Please note that the size of the sign must be four feet by four feet, no less than one half inch thick, and must be constructed of plywood. The City will not provide any materials related to the construction of the sign. The sign must also be put up and taken down by the Department of Public Works personnel. When the sign is ready, please contact the Department of Public Works at 967-7464 and arrangements will be made to have it placed at that location. The Department of Public Works cannot be responsible for any sign after it is removed. You must pick it up at the Department of Public Works within one week or it will be discarded. If placement of a sign is scheduled for a date that is a holiday observed by the City, the sign will be erected the following workday.