



V-TWIN EXPO  
Banner Hanging Policy  
Hyatt Regency Cincinnati

Banner hanging will be **Complimentary** at the Hyatt this year based on a first-come, first serve basis.

Banners must be received at the Hyatt Regency Cincinnati no later than Thursday, January 26, 2017.

Banner's size should be approximately 4' x 6' in measurement and be sent to:

Hyatt Regency Cincinnati  
ATTN: Emily Zetterberg/Vendor Name/On Site Name  
V Twin Expo  
151 West Fifth Street  
Cincinnati, Ohio 45202  
Ph: 513-354-4045 Fax: 513-354-4079

Banners will be hung at the Hotel's best discretion in the lobby and atrium as space allows. Banners will be hung on Thursday, January 26<sup>th</sup> in the afternoon and will be taken down on Sunday, January 29<sup>th</sup> at 4:00 pm. All Banners can be retrieved from the Front Desk starting at 5:00pm Sunday January 29<sup>th</sup>. Any banners that are not retrieved will be held for 30 days after the event then disposed of.

**Please be aware that there are many fans that enjoy the wonderful Banners you bring and like to have a souvenir from the weekend so be advised that The Hyatt Regency Cincinnati is NOT RESPONSIBLE FOR LOST, DAMAGED OR STOLEN BANNERS.**  
(Client may provide replacements to be hung).

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**\*Please Fax Back to Attn: Emily Zetterberg at (513) 354-4079 prior to January 26<sup>th</sup>, 2017**