



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, February 3, 2011.

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

Hyatt Regency Cincinnati
ATTN: Melissa Buday/Vendor Name/On Site Name
V Twin Expo
151 West Fifth Street
Cincinnati, Ohio 45202
Ph: 513-354-4050 Fax: 513-354-4059

Banners will be hung at the Hotel's best discretion in the lobby and atrium as space allows. Banners will be hung on Thursday February 3rd in the afternoon and will be taken down on Sunday evening February 6th. All Banners can be retrieved from the Front Desk starting at 8:00am Monday February 7th. 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: Melissa Buday at (513) 354-4059 prior to February 1, 2011**