

**Policies for Display****Location**

- Banner placement should be relevant to the venue, event or activity being promoted.
- Contracts are negotiated on a first-come, first-served basis. In the event of scheduling conflicts, Downtown Phoenix Inc. and its affiliates (DPI) will work to resolve the locations and duration-of-display conflicts to accommodate all parties to the best of its ability.
- Special banner displays that are deemed priority by DPI will take precedence over any other job, however, users will be given ample warning and be accommodated additional display time at no cost.

**Maintenance**

- DPI regularly inspects banners to ensure proper installation, damage due to weather, exposure, etc. Clients must also monitor locations and report banners that may have become dislodged or damaged. DPI will attempt to fix any problems within 2-3 working days. Hazardous conditions are a maintenance priority and will be addressed as quickly as possible. Maintenance, repairs and reinstallation fees will be billed to the client.

**Replacement & Liability**

- All banner clients are required to provide a Certificate of Liability Insurance naming the City of Phoenix, Downtown Phoenix Partnership (DPP) and Downtown Phoenix Inc. (DPI) as additional insured parties. Coverage amounts and hold-harmless language should indemnify the City of Phoenix, DPP and DPI from any losses or claims based on banner installation.
- DPI is not responsible for the disappearance or damage of banners from any cause including, but not limited to: wind, weather, theft, vandalism, fire or other natural acts. For larger orders and long-term installations, it is recommended to order 10 percent additional stock in the event of damage or disappearance, especially during the monsoon season (July-September).

**Schedule & Duration of Installation**

- The typical banner installation period is 14 days, however, banners may be hung for a longer period if the banners highlight a subject of community importance. Long-term installations may be subject to a fee.
- Approved banners may be hung no earlier than 30 days prior to the event start date and will be removed within five days of the close of the event. Banners must be claimed within five business days of removal, otherwise, banners become property of DPI.
- At all times, DPI reserves the right to resolve location and duration-of-display conflicts at its discretion.