

PROOF OF INSURANCE REQUIRED FOR ALL EXHIBITORS

Insurance Requirements

Deadline: May 9, 2014

Your company and any outside contractors that you hire for the trade show will be responsible for claims arising out of your use of the premises of the Mandalay Bay Convention Center, including but not limited to the installation and dismantling of your display.

The Mandalay Bay Convention Center requires that your company and any outside contractors that you hire agree to obtain and maintain Comprehensive General Liability Insurance during the use of the premises. Such insurance shall be in the amount of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate for General Liability. **Licensing Expo 2014, Advanstar Communications, Inc., Mandalay Bay Corporation and Mandalay Bay Resort Group shall be named as additional insureds on such policy**, and your company and any outside contractors that you hire shall supply Advanstar Communications Inc. and Licensing Expo 2014 with Certificates of Insurance at least thirty (30) days prior to the use of the premises.

Exhibitors and their outside contractors assume responsibility and agree to indemnify and defend Licensing Expo 2014 and Advanstar Communications Inc. and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

Exhibitors and their outside contractors understand that neither the Mandalay Bay Convention Center nor Licensing Expo 2014 and Advanstar Communications Inc. maintain insurance covering the exhibitor's property and it is the responsibility of the exhibitor to obtain such insurance.

➔ IF YOU DO NOT HAVE GENERAL LIABILITY COVERAGE:

Exhibitors who do not have general liability coverage or cannot obtain the required certificate of liability insurance as required by show management from their current provider may purchase a temporary policy from Wells Fargo Insurance Services. Wells Fargo Insurance services can provide insurance coverage for the duration of Licensing Expo 2014 that meets all show management insurance requirements.

WELLS FARGO WILL EMAIL ALL EXHIBITORS WITH INFORMATION ON HOW TO PURCHASE A WELLS FARGO INSURANCE POLICY FOR LICENSING EXPO FOR \$150.

THE CERTIFICATE HOLDER NAME AND ADDRESS FOR THE CERTIFICATE SHOULD READ:

Licensing Expo 2014
Advanstar Communications, Inc.
2501 Colorado Avenue, Suite #280
Santa Monica, CA 90404

Please do not send certificates of insurance to Advanstar Communications, Inc., the show manager, or Wells Fargo Insurance Services. Advanstar Communications, Inc. will automatically be notified upon completion of the on-line reporting form or purchase of insurance.

➔ IF YOU HAVE AN INSURANCE PROVIDER THAT WILL ADHERE TO THE ABOVE GUIDELINES, YOU WILL STILL SUBMIT YOUR PROOF OF INSURANCE DIRECTLY TO WELLS FARGO. THEY WILL EMAIL YOU WITH INSTRUCTIONS ON HOW TO UPLOAD YOUR PROOF OF INSURANCE TO THEIR SITE.

Bank Wire Information **for Wells Fargo Insurance Services**

If you are unable to pay by credit card online, you have the option to purchase your General Liability Insurance through Wells Fargo Insurance Services by wire transfer. **Please complete your company information below and email to: tradeshow@wellsfargo.com**

*****It is important that we receive this information so that we can process your insurance when we receive the wire transfer*****

Payment instructions are listed below. Please note that payment by wire transfer is \$150.

Insurance Premium: **\$150** per exhibiting company/per show

(This does not include any applicable bank fees that your bank may require to make the transfer. Wells Fargo Insurance Services will not pay for these fees or be able to process your insurance request if payment is not received in full.)

Please Wire To: Wells Fargo Bank N.A.
1 Montgomery Street
San Francisco, CA 94104

Wire Transit Routing Number: 121000248
ACH Transit Routing Number: 091000019
Account Number: 1806327431

Must Include:

Office Name: Wells Fargo Insurance Services
Profit Center Number: 0710-WA
Customer Name: **Tradeshow Accounts**
Exhibitors of Advanstar Communications

Please email below information to: tradeshow@wellsfargo.com

Show: _____ Booth #: _____

Exhibiting Company Name: _____

Address: _____

Telephone: _____ Email: _____

Individual Contact: _____

SAMPLE INSURANCE CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/28/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your Agent or Broker Address City, State Zip	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No): <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr><td>INSURER A :</td><td></td></tr> <tr><td>INSURER B :</td><td></td></tr> <tr><td>INSURER C :</td><td></td></tr> <tr><td>INSURER D :</td><td></td></tr> <tr><td>INSURER E :</td><td></td></tr> <tr><td>INSURER F :</td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A :															
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED Your Company Name Company Name (Line 2) Address City, State Zip															

COVERAGES

CERTIFICATE NUMBER: 7220956

REVISION NUMBER: See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE			ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				Your Policy No. <				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

With respect to Licensing Expo 2014 June 11-21, 2014(including move-in/move-out), Advanstar Communications, Licensing Expo 2014, Mandalay Bay Corporation, and Mandalay Bay Resort Group are named as additional insureds.

CERTIFICATE HOLDER

Licensing Expo 2014
 Advanstar Communications
 2501 Colorado Avenue, Suite #280
 Santa Monica, CA 90404

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

PROOF OF INSURANCE IS REQUIRED FOR ALL EXHIBITORS

FREQUENTLY ASKED QUESTIONS REGARDING WELLS FARGO INSURANCE SERVICES

Should I notify Advanstar/Licensing Expo that I have purchased insurance with Wells Fargo?

Notification is not necessary if purchased through Wells Fargo Insurance Services. They will notify Advanstar/Licensing Expo of all payments and applications received.

What if I have my own insurance?

If you have your own insurance, please use the link in the email you will receive from Wells Fargo to provide the insurance information and a Certificate of Insurance.

Can I order the insurance online?

Yes, insurance services can be ordered through Wells Fargo. Contact tradeshow@wellsfargo.com.

What company name should I put on the application?

The name under which you are registered with Licensing Expo 2014. If your booth will reflect a different name, be sure to include that on the application as well.

What should I fill in for "Individual Contact"?

The name of any person who would be able to answer questions pertaining to your participation in Licensing Expo 2014.

Will the insurance cover theft and/or damage to my property?

NO. This is third party liability insurance only. It applies when someone claims you caused bodily injury or property damage. You should rely on your own business insurance to cover your exhibit and its contents at the show and in transit.

How long is the insurance valid?

Insurance will cover only the immediately-ensuing show. For example, if the documentation is received between now and June 2014, the show coverage will be for the June 2014 show only.

When do I need to send the application and payment?

As early as possible. To avoid penalties imposed by Advanstar absolutely no later than 30 days prior to the move-in date of the show in which you will be participating.

How will I know when the application and payment have been received?

You will receive automatic confirmation of coverage via receipt when purchased online with a credit card.

Is the insurance refundable?

No. All sales are final. No refunds will be issued once payment has been submitted. No exceptions.

Any questions not answered above?

Please email insurance questions to tradeshow@wellsfargo.com. For all other questions regarding the show, please contact the show manager.