

**Deadline: May 1, 2015**

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 2015, 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 and Licensing Expo 2015 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 2015 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 2015 and Advanstar 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 2015 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 2015  
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.**



## Exhibitor Liability Insurance Requirements

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor's personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. Coverage should begin from your first move-in day (June 4, 2015) and last through your last move-out day (June 13, 2015) and name **Advanstar Communications, Licensing Expo 2015, Mandalay Bay Corporation, and Mandalay Bay Resort Group** as additional insureds. The Certificate of Insurance must be provided at least 30 days before the move-in date by using the link that you will be receiving from Wells Fargo Insurance Services via email. The link will take you to a form that is pre-filled with your company's information based on what you provided to the show manager upon registration. Please follow the instructions provided in that email to complete the online form and attach your Certificate of Insurance.

If you prefer to purchase liability insurance for this event, you may do so by accessing the purchase link provided in the email from Wells Fargo Insurance Services.

The certificate holder name and address for the certificate should read:

Licensing Expo 2015  
Advanstar Communications  
2501 Colorado Avenue, Suite #280  
Santa Monica, CA 90404

For questions or concerns regarding insurance or website forms, please email Wells Fargo Insurance Services at [tradeshow@wellsfargo.com](mailto:tradeshow@wellsfargo.com).

**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**

## **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](mailto: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](mailto:tradeshow@wellsfargo.com)**

Show: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Individual Contact: \_\_\_\_\_

# SHOW RULES AND REGULATIONS

# SAMPLE INSURANCE CERTIFICATE

258690



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/8/2014

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).

<b>PRODUCER</b> Your Agent or Broker Address City, State Zip		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>															
<b>INSURED</b> Your Company Name Company Name (Line 2) Address City, State Zip		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <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> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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### COVERAGES

CERTIFICATE NUMBER: 8466516

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
X	COMMERCIAL GENERAL LIABILITY			Your Policy No.	01/01/9999	01/01/9999	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			SPECIMEN ONLY			
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						
	ANY AUTO						
	ALL OWNED AUTOS						
	HIRED AUTOS						
	SCHEDULED AUTOS						
	NON-OWNED AUTOS						
	UMBRELLA LIAB						
	OCCUR						
	EXCESS LIAB						
	CLAIMS-MADE						
	DED						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						
	If yes, describe under DESCRIPTION OF OPERATIONS below						
	Y / N						
	N / A						

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

With respect to Licensing Expo 2015 June 3-14, 2015(including move-in/move-out), Advanstar Communications, Licensing Expo 2015, Mandalay Bay Corporation, and Mandalay Bay Resort Group are named as additional insureds.

### CERTIFICATE HOLDER

Licensing Expo 2015  
 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

*Jean Braden*

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ACORD 25 (2014/01)

(This certificate replaces certificate# 8381626 issued on 11/5/2014)

LICENSING EXPO 2015

## **FREQUENTLY ASKED QUESTIONS REGARDING INSURANCE REQUIREMENTS**

### **How should I notify Licensing Expo that I have insurance?**

If purchased through Wells Fargo Insurance Services, notification is not necessary.

If you have your own insurance, please use this link provided in the email sent by Wells Fargo Insurance Services to upload a copy of your Certificate of Insurance.

### **How long is the insurance valid when purchased through Wells Fargo Insurance Services?**

Insurance will only cover the specific show in which it was purchased for.

### **Will Wells Fargo Insurance Services' Insurance cover the 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 property insurance to cover your exhibit and its contents at the show and in transit.

### **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](mailto:tradeshow@wellsfargo.com). For all other questions regarding the show, please contact the show manager.