

# MAGIC

## Exhibitor Liability Insurance Requirements

### **This information tells you:**

- ☐ What insurance coverage you are required to have
- ☐ What you need to send us
- ☐ How to purchase appropriate insurance if you don't already have it

### **Required Coverage**

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. Coverage should begin from your first move-in day (August 12, 2015) and last through your last move-out day (August 21, 2015) and name Mandalay Bay Convention Center, UBM Advanstar, MAGIC, Project, Project Womens, Pool, The Tents, and The Collective as additional insured.

### **What You Need To Send Us**

You do NOT need to send us a certificate of insurance unless we ask you for it. If we do ask you for it you must send it to us within one week of our request. This is a change from the past when we needed you to send us the certificate in advance. Please let your team know that unless we ask, you don't have to send us anything.

### **How To Purchase The Insurance if You Don't Already Have It**

We have made arrangements with Wells Fargo Insurance Company to make an inexpensive policy available to exhibitors who need it. This policy has all the coverages you need to meet the obligations in your space contract. You will be sent an email link from Wells Fargo that will enable you to make the purchase. The link will take you to a form that is pre-filled with your company's information based on what you provided to us in your exhibit space contract. Please buy your insurance using the same name you gave us on your exhibit space contract as the "exhibiting company". If that name is different from your corporate name, then please list it as a DBA (doing business as).

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

MAGIC  
c/o UBM Advanstar  
2450 Colorado Avenue, Suite #300 East  
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).

## **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: \_\_\_\_\_

## **Frequently asked questions regarding insurance requirements**

**Q: How should I notify MAGIC that I have insurance?**

A: There is no need to notify MAGIC that you have secured the required coverage. Hold on to certificate/proof of insurance in the event that it is requested.

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

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

**Q: Will Wells Fargo Insurance Services' Insurance cover the theft and/or damage to my property?**

A: 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.

**Q: Is the insurance refundable?**

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

**Q: Any questions not answered above?**

A: Please email insurance questions to [tradeshow@wellsfargo.com](mailto:tradeshow@wellsfargo.com). For all other questions regarding the show, please contact the show manager.