

CERTIFICATE OF INSURANCE (COI) Instructions

General Insurance Requirements

- Insurance Exhibitor shall, at its own expense, secure and maintain at all times during the event, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this section.
- CONDITIONS Workers' compensation and employer's liability insurance complying with the laws of the state in which the Event is being held.
- Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable).
- Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.
- The Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds (i) Informa Exhibitions LLC* and its affiliates, *Revised as of 7/18/2017* and each of their direct and indirect subsidiaries and (ii) the Event Facility.
- If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to IE, shall be promptly furnished to IE. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to IE.
- The Exhibitor shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Exhibitor's property, in each case releasing in full such carrier's subrogation rights.

*IE = Informa Exhibitions

Domestic Exhibitors (Continental United States and Canada)

All exhibitors must carry and maintain insurance. DO NOT send a copy of your Certificate of Insurance (COI) to Show Management. These requirements are stated in the terms and conditions section of the booth contract. Our requirements are as follows:

1. Exhibitor shall **carry and maintain** during the period of the Expo, including move-in and move-out days, and at its sole cost and expense, personal injury and proper damage coverage under policy of General Public Liability Insurance. Exhibitors must submit their COI to exhibitorinsurance.com by **October 1, 2019**.
2. If you need to purchase Insurance for SupplySide West 2019, please contact exhibitorinsurance.com.

International Exhibitors

All International exhibitors must carry and maintain insurance. DO NOT send a copy of your Certificate of Insurance (COI) to Show Management. These requirements are stated in the terms and conditions section of the booth contract. Our requirements are as follows:

1. Exhibitor shall **carry and maintain** during the period of the Expo, including move-in and move-out days, and at its sole cost and expense, personal injury and proper damage coverage under policy of General Public Liability Insurance. Exhibitors must submit their COI to exhibitorinsurance.com.
2. If you need to purchase Insurance for SupplySide West 2019, please contact exhibitorinsurance.com.

Exhibitor Appointed Contractors (EAC)

EAC General Insurance Requirements

EACs providing services at Mandalay Bay Convention Center must provide exhibitorinsurance.com with a Certificate of Insurance (COI) including the following:

- Coverage of \$3,000,000 per occurrence on carpet and \$5,000,000 per occurrence on concrete. If your company works in Mandalay Bay multiple times in a year, an annual COI is acceptable. It should span yearly (ex. April 2016 to April 2017). Any contractor / vendor that does not have a current COI on file with exhibitorinsurance.com is not authorized to work on the premises and will not be allowed on the show floor.
- Worker's Compensation insurance in the amounts required by statutory worker's compensation requirements. Employer's liability limits of \$100,000 each accident.
- Comprehensive general liability insurance providing at least \$1,000,000 in coverage and naming Informa Media Inc, Informa Business Media Inc, and their respective affiliates, Mandalay Bay Convention Center and GES as additional insured.

How to Submit Your EAC Insurance

1. Go to exhibitorinsurance.com
 - a. Click **"Upload Certificate"**
 - i. **Event Name:** SupplySide West 2019
 - ii. **Event City:** Las Vegas
 - iii. **Organizer Name:** Informa Exhibitions
 - iv. **Follow the prompts and questions**