

Certificate of Insurance (COI) Instructions for Exhibitors

1. **PRODUCER:** Insurance Agent / Broker who issues certificate.
2. **NAME OF INSURED:** Must be the legal name of contracting party/COMPANY NAME (the one who is purchasing the insurance)
3. **TYPES OF INSURANCE:** Must include types required by contract.
4. **FORM OF COVERAGE:** Must be "occurrence" form of coverage.
5. **NAME ADDITIONAL INSUREDS:** Global Experience Specialists, Inc. (GES) (Official Service Provider), Informa Markets (Show Management), SupplySide West (Show), Food ingredients North America (Show), Modern Health (Show), Mandalay Bay Convention Center (Facility), as additional insureds on a primary and non-contributory basis.
6. **CERTIFICATE HOLDER:**
Informa Exhibitions
2828 N. Central Ave.
Suite 1000A
Phoenix, AZ 85004
7. **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
9. **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
 - Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence and {\$1,000,000} each aggregate.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than {\$1,000,000} each accident, {\$1,000,000} disease - each employee and {\$1,000,000} disease - policy limit.
10. **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

**Please keep a copy of your COI in your booth, we do not collect them.
Thank you!**