

CERTIFICATE OF INSURANCE GUIDELINES

Exhibitors

All exhibitors must carry and maintain insurance. 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 show, 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.
2. The policy must have limits of at least \$1,000,000 combined single limit for bodily injury and property damage
3. The policy must name Informa as Certificate Holder and as an additional insured

Address:

Informa Tech
85 2nd Street, Suite 500
San Francisco, CA 94105

4. List show name – **IWCE** in the Description of Operations with the booth number.
5. List Las Vegas Convention Center as an Additional Insured.

EAC (Exhibitor Appointed Contractors)

All EAC's must submit a Certificate of Insurance that meet the requirements noted on the Exhibitor Appointed Contractor Authorization page and submit the COI to show management prior to the expo or they will not have access to the expo floor.

Please submit proof of insurance to: jennifer.bain@informa.com

Mailed copies will not be accepted

EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

The following information includes mandatory Rules & Regulations that pertain to the use of a Non-Official Service Contractor and Private Security within exhibitor booth space.

Exhibitors must notify Show Management of the intention to utilize an independent contractor by February 21, 2023.

Failure to submit the EAC form and/or the COI by the deadline below will result in delays to access the show floor or denial of access.

Exhibitors must inform Non-Official Service Contractors and Private Security that they must:

- Abide by all rules and regulations of the show as found in the Rules & Regulations section of the Exhibitor Kit
- Hire Union personnel per the instructions under the Exhibit Set up Section of the Kit
- Not solicit business on the show floor
- Wear the EAC wrist band at all time

All Non-Official Service and Private Security contractors must secure, maintain and submit proof of the following insurance during set-up, show hours, and tear-down. It should be prepared by an insurance agent and include the following data, as per the sample included in this section.

1. **PRODUCER:** Insurance Agent/Broker who issues the certificate
2. **NAME OF INSURED:** Must be the legal name of the contracting party
3. **TYPES OF INSURANCE:** Must include types required by contract
4. **FORM OF COVERAGE:** Must be "occurrence" form of coverage
5. **NAME ADDITIONAL INSUREDS:** GES (Official Service Provider), Informa LLC, (Show Organizer), IWCE (Show), and Las Vegas Convention Center (Facility), as additional insured on a primary and non-contributory basis.
6. **CERTIFICATE HOLDER:** Must be listed as:
Informa Tech
85 2nd Street, Suite 500
San Francisco, CA 94105
7. **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In. (March 27, 2023)
8. **POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out. (March 31, 2023)
9. **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
 - Workers' Compensation Insurance in full compliance with all laws covering the contractor's employees, in accordance with the applicable laws in the state for which this event is being held or for where the work is being performed or of the state in which vendor is obligated to pay compensation to employees engaged in the performance of the work. (\$1,000,000 Each Accident, \$1,000,000 Disease- EA Employee, \$1,000,000 Disease –Policy Limit)
 - Employer's Liability Insurance, covering injury or death of any employee, which may be outside the scope of Worker's Compensation Insurance.
 - Comprehensive General Liability and Property Damage Liability Insurance including Bodily Injury and Property Damage limits not less than one million dollars (\$1,000,000) per occurrence and \$2,000,000 general aggregate and \$2,000,000 products and completed operations aggregate.
 - Automobile Liability on Any Auto, Hired Autos and Non-Owned Autos with limits no less than \$1,000,000.
 - Fire Damage Insurance, limits not less than fifty thousand dollars (\$50,000).
 - Medical Expenses for any one person with no less than five thousand dollars (\$5,000)
 - Umbrella Liability Insurance not less than one million dollars (\$1,000,000) per occurrence, one million dollars (\$1,000,000) each aggregate
10. **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION FORM

If your company plans to use a contractor other than an official contractor, [please complete this form](#) either via the link or send in the below and return it via email to: jennifer.bain@informa.com . Failure to do so will result in the inability of the contractor to serve your exhibit.

THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.

Return completed form no later than February 23, 2023

Exhibiting Company _____ Booth Number _____

Exhibitor Contact _____ Title _____

Telephone Number _____ Email _____

Authorized Signature _____ Date _____

The authorized signature confirms that the exhibiting company has committed to use the specified service of the following Exhibitor Appointed Contractor(s) and they agree to abide by all show rules and regulation

Check here if you are hiring a contractor to supervise show official contractor labor
(same insurance required)

Supervisor Name (if applicable) _____

Independent Contractor/Display House _____

Type of Work to be Performed _____

Contact Name _____

Address _____ City _____

State _____ Zip Code _____ Email _____

Telephone Number _____ Onsite Cell Number _____

Emergency 24-hour Telephone Number _____

Estimated Number of Workers _____ Date of Arrival _____

Email form to: jennifer.bain@informa.com

This form must be returned to show management, please do not return this form to GES