



MANDATORY

INSURANCE INFORMATION

ALL Exhibitors are required to carry commercial liability insurance. This insurance protects your company from claims that could arise if someone were to injure themselves or someone else while in or around your booth.

E3 and the ESA require that each company hold a general commercial liability policy valued at a minimum of \$1,000,000 per occurrence with a general aggregate valued at a minimum of \$2,000,000. **You must provide specific documentation indicating insurance coverage at or above these levels, or your company will not be allowed to set up a booth at E3.**

Exhibitors must provide Show Management with a document called a Certificate of Liability Insurance. This document must be obtained through your company's insurance carrier. When contacting the insurance carrier please be sure to the following information is included on the document:

- ◆ ESA, C/O IRL Events, P.O. Box 1798, Centreville, VA 22122 is listed as the certificate holder
- ◆ AEG Management LACC, LLC, the City of Los Angeles, GES Exposition Services, ESA, and Show Management, as well as their respective parents, subsidiaries, affiliates, licensees, lenders, contractors, partners, members, shareholders, officers, agents, representatives, directors, employees, successors and assigns are listed as additional insured
- ◆ Each occurrence is valued at least \$1,000,000
- ◆ The general aggregate is valued at least \$2,000,000
- ◆ The certificate is valid June 4 - June 19, 2017

Please E-Mail a PDF of the Certificate of Liability Insurance, by no later than **April 21, 2017**, to:
mley@irl-events.com / aroberts@irl-events.com

Mariella Ley - Director of Operations - T. 508.834.6183
Alida Roberts - Senior Operations Manager - T. 508.834.6187
IRL Events
P.O Box 1798
Centreville, VA 22122

If your company does not hold a general commercial liability insurance policy that is valued at the minimums listed above, Show Management has negotiated rates with an insurance broker who can assist your company in obtaining a policy that will be valid only at E3.

Please contact:

John Buttine Inc., Insurance | Contact: Kendra A. Reilly
T. 212.867.3642 ext. 49 | F. 212.504.8084
E-Mail: kar@buttine.com | Website: www.buttine.com

If you have any questions please contact us at the Exhibitor Hotline: 508-834-6201