

Required Forms To Be Obtained By Exhibitor

CALIFORNIA SALES TAX PERMIT

If you sell taxable merchandise or provide a taxable service in the state of California, you **MUST** have a seller's permit.

If you already possess a valid CA Sales Permit, send a copy to the attention of Danica Levy, Tradeshow Manager, at danica@probeauty.org or fax to 480-905-0708 no later than January 4th, 2019.

Show Management MUST possess proof of sales permit in order for exhibitor to receive badges or enter the expo floor.

If you don't have a copy of your seller's permit, or do not have a current permit, please fill out the attached CDTFA – 410-D form and email or fax to danica@probeauty.org. For further tax questions, please contact:

CA Board of Equalization
1-800-400-7115
www.boe.ca.gov

CERTIFICATE OF LIABILITY INSURANCE

Exhibitor insurance is **MANDATORY**. Following are the guidelines for procuring proper insurance coverage.

Exhibitor must supply ISSE with proof of the following insurance coverage no later than 30 days before the start of the show.

Exhibitor, at its cost, shall secure and maintain through the term of this agreement, including move-in and move-out days, the insurance listed below. All such insurance shall be the primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable.

- (a) **Worker's compensation,**
- (b) **Employers Liability Insurance with limits not less than \$1,000,000 each accident**
- (c) **Comprehensive Commercial General Liability insurance with limits not less than \$1,000,000 each occurrence 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)**
- (d) **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 proof of insurance shall be a Certificate of Insurance with a 30-day notice of cancellation provision to the holder and shall name the **Professional Beauty Association, International Salon & Spa Expo, SMG, GES Exposition Services. The City of Long Beach, their officers, agents and employees as additionally insured.**

Please fax/email the sample Certificate of Liability (following this page) to your insurance company to ensure the form is completed correctly. Exhibitors are also encouraged to have sufficient insurance coverage protecting their property while at and in transit to and from the show.

ISSE

intl. salon + spa expo

 Professional Beauty Association

January 26-28, 2019
LONG BEACH, CA

We will need the insurance form in order to issue badges or to enter the show floor. This can easily be obtained from your insurance company. It is often helpful if you send the "sample" certificate to your insurance company along with the pertinent dates so they can issue the necessary coverage.

Please have forms sent to:

ISSE

danica@probeauty.org or

Fax: 480-905-0708

If you need assistance obtaining insurance, you may call

RainProtection Insurance

800-528-7975

Email: Sales@rainprotection.net

Apply for temporary show insurance online at:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=fd18b5afadc0>

(please see the following sample certificate)

EMAIL the above forms to danica@probeauty.org.

Show Management must receive TAX & INSURANCE information by January 4th, 2019.

(If forms are not received you will not receive your badges or be allowed on the expo floor).