

MANDATORY**INSURANCE INFORMATION**

ALL Exhibitors are required to carry commercial general 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 personal property damage 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 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 Dolaher Events, P.O. Box 1798, Centreville, VA 22122 is listed as the certificate holder
- ◆ AEG Management, LACC, LLC, the City of Los Angeles, GES, ESA, and Dolaher Events, LLC, 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 May 31 - June 15, 2020

Please upload your Certificate of Insurance to the Exhibitor Dashboard no later than **April 17, 2020**.

If your company does not hold a commercial general 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 | F. 212.504.8084

Email: kar@buttine.com | Website: www.buttine.com

Apply online at <http://www.buttine.com/eventExhibitor.html>

If you have any questions please contact us at the exhibitor hotline: 508-834-6201