

## **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, EVEN IF YOU ARE NOT SELLING. If you are not selling, there is an option on the form for you to checkbox.

If you already possess a valid CA Sales Permit, send a copy to the attention of Jen Burns, Tradeshow Manager, at [Jen@probeauty.org](mailto:Jen@probeauty.org) no later than April 20, 2022.

**Show Management MUST possess proof of sales permit 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 CDTFA – 410-D form and email to [Jen@probeauty.org](mailto:Jen@probeauty.org). For further tax questions, please contact:

#### **CA Board of Equalization**

[http://taxes.ca.gov/Sales\\_and\\_Use\\_Tax/SellersPermit.html](http://taxes.ca.gov/Sales_and_Use_Tax/SellersPermit.html)

### **CERTIFICATE OF LIABILITY INSURANCE**

Exhibitor insurance is **MANDATORY**. Exhibitor must supply ISSE with proof of insurance coverage no later than 30 days before the start of the show. Exhibitor, at its own cost, shall secure and maintain through the term of this agreement, including move-in and move-out days, the insurance listed below:

- (a) **General Liability coverage from an insurance company in good standing with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance must be in force during the lease dates of the event, June 21 – June 27, 2022.**

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 and the Long Beach Convention Center as additional 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.

If you need assistance obtaining insurance, you may call **RainProtection Insurance** at 800-528-7975 or email: [Sales@rainprotection.net](mailto:Sales@rainprotection.net)

#### **Purchase temporary show insurance online at:**

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=cf5907514feb>