



CERTIFICATE OF INSURANCE REQUIREMENTS FOR ANC16 SAN ANTONIO

Attention Exhibitors:

As indicated in the ANC 2016 San Antonio Rules and Regulations, Section 16. Exhibitor Insurance, please be notified that a Certificate of Liability Insurance (COI) is **required** and **mandatory** for all companies exhibiting at the Annual National Conference. If your company does not provide SNA with a COI or if the COI has expired, the Exhibitor cannot gain access to the Exhibit floor to set-up their booth space.

The Henry B. Gonzalez Convention Center and the City of San Antonio requires the following coverage be on your Certificate of Insurance:

- **General Liability: \$1,000,000 million**
- **Automobile Liability: \$1,000,000 million**
- **Excess/Umbrella Liability: \$1,000,000 million**
- **Workers Compensation: \$500,000 thousand**

San Antonio reserves the right to review the insurance requirements during the effective period of the contract and to adjust insurance coverage's and limits when deemed necessary and prudent by the City of San Antonio, its Members, Officers, Directors, Agents & Employees.

Exhibitors must carry Worker's Compensation, comprehensive general liability, including products and completed operations, independent contractors, personal injury and blanket contractual liability. These coverages must be evidenced by a Certificate of Insurance with a **30-day notice of cancellation provision to the holder**, which shall be at the exhibit booth at all times during show hours.

A copy of the COI must be sent to SNA at least 90 days prior to the show and must be on file with show management before an exhibitor may take possession of the assigned booth space.

All subcontractors must carry the same insurance coverage as all exhibitors. ***Subcontractors, please provide the name of the organization/exhibitor you are providing services for on the insurance form (name of insured – Section 2).*** SNA must receive proof of this insurance prior to the exhibit hall set-up. It is strongly recommended that exhibitors also carry insurance to cover loss of or damage to their exhibits or other personal property while such property is located at or is in transit to or from the Exhibition site.

Please note SNA's address when entering the Certificate Holder on the COI:

**School Nutrition Association
120 Waterfront Street; Suite 300
National Harbor, MD 20745**

Under the Description of Operation & Location section on the COI, please list the following:

**Henry B. Gonzalez Convention Center: San Antonio, Texas
Annual National Conference show dates: July 10 – 13, 2016**

The deadline for submitting your COI to SNA is Friday, May 27, 2016.

Please feel free to contact us at 800-877-8822, Crystal Harper-Pierre at (ext. 140) / charper@schoolnutrition.org or Edna Lowder at (ext. 131) / elowder@schoolnutrition.org should you have any questions.