



## Bulletin 4

### ➤ Insurance and Security Requirements

To: All Exhibitors, Manufacturers, Exhibitor Appointed Contractors  
Refer To: 2017 Application for Space

---

*Exhibitor shall submit with this application a certificate of insurance which complies with the insurance requirements addendum in our Exhibitor Services Manual. The Chicago Automobile Trade Association (CATA), 2017 Chicago Auto Show, SMG, Metropolitan Pier and Exposition Authority its Facilities, Agents, Trustee, Officers, Board members, and Employees (MPEA), Chicago Park District, its Agents, Officers, Board Members, and Employees and Global Experience Specialists must be named as additional insureds on General Liability, Automobile Liability, and Umbrella Liability policies. Such policies will be endorsed to provide primary & non-contributory coverage to the Additional Insureds in relation to any and all other liability insurance policies carried by or for the benefit of the Chicago Automobile Trade Association, 2017 Chicago Auto Show, SMG, Metropolitan Pier and Exposition Authority its Facilities, Agents, Trustee, Officers, Board Members and Employees (MPEA), Chicago Park District, its Agents, Officers, Board Members and Employees and Global Experience Specialists. Waivers of subrogation in favor of the parties listed above shall be provided on both the Worker's Compensation and Commercial General Liability policies. The Exhibitor is also responsible for their sub-contractors to provide same.*

As stated in the Application for Space the section regarding losses, damages and insurance is extremely important. All Exhibitors must submit to show management the necessary evidence of insurance along with their Application for Space. Additional insurance information follows this bulletin.

Additionally, dealer associations that have signed these applications or Manufacturers who have their EAC sign on their behalf should pay particular attention to this provision

Contact J. Spencer Miller, NFP Property and Casualty Services, Inc. at 312-630-0854 or by email at [spence.miller@nfp.com](mailto:spence.miller@nfp.com) with any questions regarding required coverage.

### **Protection and Maintenance of Exhibits**

The Chicago Auto Show will take various measures to protect visitors and maintain the exhibition facilities with staff and security. However, exhibitors must ensure that their displays are attended by their personnel throughout show hours to receive visitors and maintain exhibits. The exhibitor should take special precautions to ensure the safety and smooth flow of visitors inside the exhibit on Saturdays and Sundays, traditionally the busiest days of the show.

The Chicago Auto Show reserves the right to require exhibitors to improve the above measures temporarily or throughout the show.

The Chicago Auto Show will not be responsible for any damage or loss incurred to any exhibit or property of the exhibitor. Exhibitors should take precautions against such incidents.

**INSURANCE REQUIREMENTS FOR**  
**2017 CHICAGO AUTO SHOW**  
**EXHIBITOR, MANUFACTURER & EXHIBITOR APPOINTED CONTRACTORS**

Insurance evidence must be provided by all Exhibitors and Exhibitor Appointed Contractors, in the form of an ACORD 25 Certificate of Insurance. In the event the manufacturer doesn't sign the exhibitor agreement directly, they still must provide a Certificate of Insurance. The Certificate of Insurance must include specific brand names for each manufacturer. All Exhibitor Appointed Contractor's Certificates of Insurance must show the specific exhibit areas the contractor is working in.

**I. WORKERS COMPENSATION:**

	Statutory Limits
Employers Liability:	
Bodily Injury by Accident	\$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 policy limit
Bodily Injury by Disease	\$1,000,000 each employee

\*\*\*Waiver of subrogation in favor of additional insured parties listed below.

**II. COMMERCIAL GENERAL LIABILITY: (Occurrence Form)**

General Aggregate (Per Location)	\$2,000,000
Products/Completed Operations. Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 100,000

\*\*\*Waiver of subrogation in favor of additional insured parties listed below:

**III. COMMERCIAL AUTOMOBILE LIABILITY:**

Automobile Liability	\$1,000,000
All Owned, Non-Owned & Hired Vehicles to be Insured.	

**IV. UMBRELLA LIABILITY**

Each Occurrence	\$2,000,000
Aggregate	\$2,000,000
Self Insured Retention-not in excess of	\$ 10,000

**V. The Exhibitor, Manufacturer, or Exhibitor Appointed Contractor will name the following entities to its Commercial General Liability, Automobile and Umbrella Liability Policies as Additional Insured:**

- Chicago Automobile Trade Association (CATA)
  - 2017 Chicago Auto Show
  - SMG
  - Metropolitan Pier and Exposition Authority, its Facilities, Agents, Trustee, Officers, Board Members and Employees (MPEA).
  - Chicago Park District, its Agents, Officers, Board Members and Employees.
  - Global Experience Specialists
- Such policies will be endorsed to provide primary & non-contributory coverage to the Additional Insureds in relation to any and all other liability insurance policies carried by or for the benefit of the Chicago Automobile Trade Association, 2017 Chicago Auto Show, SMG, Metropolitan Pier and Exposition Authority, its Facilities, Agents, Trustee, Officers, Board Members and Employees (MPEA), Chicago Park District, its Agents, Officers, Board Members and Employees and Global Experience Specialists.

Waivers of subrogation in favor of the parties listed above shall be provided on both the Worker's Compensation and Commercial General Liability policies.

**VI. The Exhibitor, Manufacturer, or Exhibitor Appointed Contractor shall purchase and maintain such insurance with insurance companies acceptable to CATA. The companies must maintain a minimum A.M. Best insurance rating of A- IX.**

**VII. Prior to starting work or occupying the property, Certificates of Insurance, including a 30-Day Notice of Cancellation or material change in coverage, must be presented to the CATA and forwarded to the address shown below. The mailing address of the certificate holder shall read:**

2017 Chicago Auto Show  
c/o NFP Property and Casualty Services, Inc.  
500 West Madison Street, Suite 2700  
Chicago, Illinois 60661

**VIII. Exhibitor, Manufacturer, or Exhibitor Appointed Contractor agree that to the extent they engage contractors to perform work at the project, they shall require all contractors to maintain the same insurance as outlined in I through VII above.**