



*Please check all that apply:*

**Children's Club**

Exhibitor Appointed Contractors are required to carry a Certificate of Insurance (COI) such as the one described in the "Display Rules & Regulations." The "Waiver and Release" is **NOT AN OPTION** for contractors. It is the Exhibitor's responsibility to ensure that their contractors have sent proof of insurance coverage to UBM.

It is the Exhibitor's responsibility to assure that your company's appointed I&D company or any other contractors appointed by you, post proof of this mandated insurance before show time.

We do not want to deny your Exhibitor Appointed Contractor access to the exhibit floor, but we will be compelled to do that if we do not receive their **PROOF** of insurance coverage.

**DUE DATE: February 18, 2019**

Exhibitor Company Name \_\_\_\_\_ BOOTH # \_\_\_\_\_

Address \_\_\_\_\_

**Exhibitor Appointed Contractor** \_\_\_\_\_

Contact \_\_\_\_\_ Contact Email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contracted for the following services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please have the above information completed and sent to the following:**

UBM Operations at: [elizabeth.callahan@ubm.com](mailto:elizabeth.callahan@ubm.com)