

Certificate of Insurance (COI) Instructions for Exhibitors

1. **PRODUCER:** Insurance Agent / Broker who issues certificate.
2. **NAME OF INSURED:** Must be the legal name of contracting party/COMPANY NAME (the one who is purchasing the insurance)
3. **TYPES OF INSURANCE:** Must include types required by contract.
4. **FORM OF COVERAGE:** Must be "occurrence" form of coverage.
5. **NAME ADDITIONAL INSURED:** Global Experience Specialists, Inc. (GES) (Official Service Provider), Informa Markets (Show Management), SupplySide East (Show), SMG, Meadowlands Exposition Center (Facility), as additional insureds on a primary and non-contributory basis.
6. **CERTIFICATE HOLDER:**
Informa
2020 N. Central Ave.
Suite 400
Phoenix, AZ 85004
7. **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
9. **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
 - Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence and {\$1,000,000} each aggregate.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than {\$1,000,000} each accident, {\$1,000,000} disease - each employee and {\$1,000,000} disease - policy limit.
10. **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

Please keep a copy of your COI in your booth, we do not collect them.

Thank you!