



EXHIBITOR SERVICE KIT

June 21-23, 2010
Austin Convention Center
Austin, TX

CERTIFICATE OF INSURANCE - MANDATORY

DEADLINE: May 7, 2010

What is this?

Each exhibitor is required to provide a certificate of proof of insurance by Bobit Business Media, Freeman Decoration, and the Austin Convention Center.

Does it apply to me?

Yes! It is mandatory for every exhibitor. As an exhibitor, you are required to carry workmen's compensation and commercial general liability to include contractors, personal injury and blanket contractual liability insurance. You MUST provide this proof of coverage to move into the exhibit hall.

Why?

This blanket insurance will cover your staff if someone gets hurt, and supplies and equipment in the event that they are damaged or stolen. This will protect your company from liability if a situation arises.

How do I get it?

It is actually a lot easier than it seems! You may already have coverage in place. A Certificate of Insurance may be obtained through your primary Insurance Agency, or you may be able to obtain a rider's policy on your homeowner's insurance, business/commercial or auto insurance. Call your insurance provider with the requirements below and they will guide you through the process.

Suggested Carriers:

If you don't already have coverage, you can use any provider - we have some suggestions below. This type of insurance usually costs approximately \$150.

Acordia Seattle, WA (206) 701-5811
CSI Entertainment Insurance Dallas, TX (214) 749-7700, ext. 224
Falcon West Insurance Brokers San Diego, CA (619) 297-9181
HCC Specialty Underwriters, Inc. Wakefield, MA (781) 994-6000
K&K Insurance Group, Inc. Fort Wayne, IN (866) 554-4636
Marsh Affinity Group Services Ridge, IL (847) 803-3100
Shahinian Insurance Services Tustin, CA (714) 544-3963
Shoff Darby Companies Inc. Northfield, CT (860) 283-6640
Showstoppers® by Aon Washington, DC (202) 862-5333
Steeves, Smith & Associates Trumbull, CT (203) 261-8474

What are the requirements?

- Workmen's compensation and commercial general liability to include contractors, personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
- These coverages must be evidenced by Certificate of Insurance with a 30-day notice of cancellation provision to the holder and supplied to and naming Bobit Business Media, Government Fleet Expo and Conference and The Austin Convention Center as additional insurers at least 30 days before the first day of move-in.
- Certificate of Insurance must be returned to Show Management by fax at (310) 533-2511 or by mail to International The Government Fleet Expo and Conference, 3520 Challenger St., Torrance, CA 90503