



CERTIFICATE OF INSURANCE & EAC POLICY

Certificate of Insurance

A **requirement** of exhibiting at **Coffee Fest New York 2024** is for **ALL** exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is **March 2nd, 2024**. Even if Exhibitor hires an EAC, Exhibitor still must supply its own Certificate of Liability Insurance. ALL EAC's must submit an application form with a certificate of insurance prior to deadline to be approved by show management. Exhibitor's insurance carrier must issue such Certificate of Liability Insurance. A sample insurance form can be found in the exhibitor manual.

To ensure that the Certificate of Liability Insurance has the correct information required, please make sure your certificate includes the following information.

AMOUNT SUGGESTED: One (1) Million Dollars

Under the ***Certificate Holder***, please include:

Clarion Events, Inc. / Coffee Fest New York 2024
6 Research Drive, Shelton, CT 06484

Under ***Description of Operations***, please include:

All activities related to Coffee Fest New York, March 3rd-March 5th, 2024
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10014

Complete Certificates of Liability Insurance must be uploaded to the exhibitor portal. Certificates of Liability Insurance will not be accepted via email or mail. Please [click here](#) to access your exhibitor portal. Your company password to access the portal can be found in your confirmation letter. Please contact your Exhibit Services Manager at CoffeeFest.ES@ClarionEvents.com with any questions.

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online for only \$91. Please [click here](#) for more information.

Exhibitor Appointed Contractors (EAC) An Exhibitor Appointed Contractor (EAC) is a company (other than the official service contractor listed in the Exhibitor Manual) that provides a service (for example, display and installation/dismantling of a booth) at Exhibitor's request and needs access to Exhibitor's booth during the installation and/or dismantling period. If you hire an EAC, you must complete and return the Request for Set Up by Non-Official Contractor Form (EAC) in Fern's portion of the manual. The EAC will also have to provide a Certificate of Liability Insurance as described above.

Any questions related to the Certificates of Liability Insurance or an EAC should be directed to your Exhibit Services Manager at CoffeeFest.ES@ClarionEvents.com.

SAMPLE

CERTIFICATE OF INSURANCE				DATE (MM/DD/YY)	
PRODUCER YOUR INSURANCE COMPANY NAME/PHONE NUMBER OF CONTACT PERSON		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. This CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
CODE SUB-CODE		COMPANIES AFFORDING COVERAGE			
INSURED YOUR COMPANY NAME AND ADDRESS		COMPANY LETTER A	SAMPLE		
		COMPANY LETTER B			
		COMPANY LETTER C			
		COMPANY LETTER D			
		COMPANY LETTER E			
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THIS INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INST LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	ALL LIMITS IN THOUSANDS
	GENERAL LIABILITY	SAMPLE	YOUR EFFECTIVE DATES		GENERAL AGGREGATE \$1,000
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COM-OPS AGGREGATE \$1,000
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				PERSONAL & ADVERTISING INJURY \$1,000
	OWNERS' & CONTRACTORS' PROT.				EACH OCCURRENCE \$1,000
					FIRE & DAMAGE (Any one fire) \$50
					MEDICAL EXPENSE (Any one person) \$5
	AUTOMOBILE LIABILITY	SAMPLE			COMBINED SINGLE LIMIT \$1,000
	ANY AUTO				BODILY INJURY (Per person) \$
<input checked="" type="checkbox"/>	ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS				PROPERTY DAMAGE \$
<input checked="" type="checkbox"/>	HIRED AUTOS				
	NON-OWNED AUTOS				
	GARAGE LIABILITY				
	EXCESS LIABILITY				EACH OCCURRENCE \$
	UMBRELLA FORM				AGGREGATE \$
	OTHER THAN UMBRELLA FORM				
<input checked="" type="checkbox"/>	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	SAMPLE			STATUTORY
					\$ 1,000 (EACH ACCIDENT)
					\$ (DISEASE- POLICY LIMIT)
					\$ (DISEASE - EACH EMPLOYEE))
	OTHER				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS ADDITIONAL INSURED: (NAME OF EVENT) OCCURRING IN (YEAR). SMG, SPORTS AND EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY, AND COMMONWEALTH OF PA					

CERTIFICATE HOLDER

CANCELLATION

<p style="text-align: center;">The Event Name 6 Research Drive Shelton, CT 06484</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEROF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OR ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES</p> <p>AUTHORIZED REPRESENTATIVE</p>
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Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, March 2-6, 2024 naming Clarion Events, Inc. (6 Research Drive, Shelton, CT 06484) as the certificate holder. The following must be named as additional insured: Clarion Events, Inc. and Jacob K. Javits Convention Center.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance
Pricing begins at \$91 and may slightly increase based on the state your company is domiciled:

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=6363fd521efd>

After reading the above information, if you still decide to use your own insurance, please make it compliant and then upload a copy to your exhibitor portal.

NON USA EXHIBITORS

We can provide compliant insurance for all Non U.S. exhibitors.
Please send an email to Sales@rainprotection.net with further instructions.