



## CERTIFICATE OF INSURANCE & EAC POLICY

### Certificate of Insurance

A **requirement** of exhibiting at **Coffee Fest Chicago 2022** is for **ALL** exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is **June 10th, 2022**. 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 on page 3 of this document.

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 Chicago 2022**  
**6 Research Drive, Shelton, CT 06484**

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

**All activities related to Coffee Fest Chicago 2022, June 24-25, 2022**  
**Navy Pier**  
**Chicago, Illinois USA**

**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 [Renata.Gramp@clarionevents.com](mailto:Renata.Gramp@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 \$84. 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 EAC form in exhibitor manual. The EAC will also have to provide a Certificate of Liability Insurance as described above.

# 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 INSURED  YOUR COMPANY NAME AND ADDRESS			COMPANIES AFFORDING COVERAGE			
			COMPANY LETTER	A		
			COMPANY LETTER	B                      SAMPLE		
			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	
X	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 \$	
X	ALL OWNED AUTOS				(Per person)	
	SCHEDULED AUTOS				BODILY INJURY \$	
X	HIRED AUTOS				(Per accident)	
	NON-OWNED AUTOS				PROPERTY DAMAGE \$	
	GARAGE LIABILITY				EACH OCCURRENCE \$ AGGREGATE \$	
	EXCESS LIABILITY					
	UMBRELLA FORM					
	OTHER THAN UMBRELLA FORM					
X	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>The Event Name</p> <p>6 Research Drive</p> <p>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 30 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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