

## CERTIFICATE OF INSURANCE & EAC POLICY

### Certificate of Insurance:

A **requirement** of exhibiting at **Coffee Fest Seattle 2022** is for **ALL** exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is **September 9th, 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 2](#) 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 Seattle 2022**  
**6 Research Drive, Shelton, CT 06484**

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

**All activities related to Coffee Fest Seattle 2022 (Sep30 - Oct 1)**  
**Seattle Convention Center**  
**705 Pike St, Seattle, WA 98101**

**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 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. **SEE PAGE 3.**

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

<b>CERTIFICATE OF INSURANCE</b>					DATE (MM/DD/YY)
PRODUCER <b>YOUR INSURANCE COMPANY</b> 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		<b>COMPANIES AFFORDING COVERAGE</b>			
INSURED <b>YOUR COMPANY NAME AND ADDRESS</b>		COMPANY LETTER <b>A</b>	<b>SAMPLE</b>		
		COMPANY LETTER <b>B</b>			
		COMPANY LETTER <b>C</b>			
		COMPANY LETTER <b>D</b>			
		COMPANY LETTER <b>E</b>			
<b>COVERAGES</b>					
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	<b>SAMPLE</b>	<b>YOUR EFFECTIVE DATES</b>		GENERAL AGGREGATE <span style="float: right;">\$1,000</span>
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COM-OPS AGGREGATE <span style="float: right;">\$1,000</span>
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				PERSONAL & ADVERTISING INJURY <span style="float: right;">\$1,000</span>
	OWNERS' & CONTRACTORS' PROT.				EACH OCCURRENCE <span style="float: right;">\$1,000</span>
					FIRE & DAMAGE (Any one fire) <span style="float: right;">\$50</span>
					MEDICAL EXPENSE (Any one person) <span style="float: right;">\$5</span>
	AUTOMOBILE LIABILITY	<b>SAMPLE</b>			COMBINED SINGLE LIMIT <span style="float: right;">\$1,000</span>
	ANY AUTO				BODILY INJURY (Per person) <span style="float: right;">\$</span>
<input checked="" type="checkbox"/>	ALL OWNED AUTOS				BODILY INJURY (Per accident) <span style="float: right;">\$</span>
	SCHEDULED AUTOS				PROPERTY DAMAGE <span style="float: right;">\$</span>
<input checked="" type="checkbox"/>	HIRED AUTOS				
	NON-OWNED AUTOS				
	GARAGE LIABILITY				
	EXCESS LIABILITY				
	<input type="checkbox"/> UMBRELLA FORM				EACH OCCURRENCE <span style="float: right;">\$</span>
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				AGGREGATE <span style="float: right;">\$</span>
<input checked="" type="checkbox"/>	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	<b>SAMPLE</b>			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;"><b>The Event Name</b> <b>6 Research Drive</b> <b>Shelton, CT 06484</b></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>
---	---



**RAINPROTECTION.INSURANCE.**

WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official Insurance Supplier for Clarion Events, Inc.

## 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, September 28-October 2, 2022, 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. / Coffee Fest PNW in Seattle and Washington State 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 for only \$84.

### 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 for just \$84

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=a5f6545729e6>

### NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address.  
Please use the following: Address - 705 Pike St, Seattle, WA 98101

Phone Number - (800) 528-7975

**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.

### Are you worried about lost, stolen, or damaged merchandise?

**We also offer Equipment/Merchandise/Display Insurance**

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)