



INSURANCE REQUIREMENTS

Design Engineering Expo Information Sheet

www.dexexpo.com

IMPORTANT - PLEASE TAKE CARE OF IMMEDIATELY !

As you may know, as an exhibitor participating in a show, you must have adequate Liability Insurance with a **minimum \$2,000,000** limit to protect the Exhibitors, the attending public, the show organizer and yourself. **Our insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance upon receipt of the exhibitor's manual.**

There are (2) ways to arrange the required Insurance:

OPTION #1: SINGLE EVENT INSURANCE

Purchase insurance from the official supplier **ExhibitorInsurance.com** or **PAL Insurance**. Annex Publishing & Printing Inc. has appointed exhibitorinsurance.com or PAL Insurance as the recommended Insurance contractor for exhibitors. Use the Exhibitor Insurance application form available on our website or order online. Visit www.dexexpo.com and click on Exhibitor Manual, *Suppliers / Forms Tab* for more information.

OPTION #2: YOUR OWN INSURANCE

Contact your own insurance company to request a certificate of insurance. Please note that the proper dates and additional insured should be listed.

Certificate must include the following:

- Certificate Holder / Show Producer: **Annex Publishing & Printing Inc., 80 Valleybrook Dr, Toronto, ON M3B 2S9**
- Name of the Show: **Design Engineering Expo**
- Show Venue: **Mississauga Convention Centre, 75 Derry Rd W, Mississauga, ON L5W 1G3**
- Date of the Show: **May 25-26, 2015** (must include move in and out dates)
- Show Producer & Show Venue to be listed as additional insured:
Annex Publishing & Printing Inc., 80 Valleybrook Dr, Toronto, ON M3B 2S9 & Mississauga Convention Centre, 75 Derry Rd W, Mississauga, ON L5W 1G3
- Comprehensive General Liability of \$2,000,000
- Bodily Injury and Property Damage Liability subject to a maximum \$1,000 deductible
- Products and Completed Operations Liability
- Contingent Employers Liability
- Broad Form Property Damage
- Cross Liability Clause
- Severability of Interest Clause

Please forward a copy of your completed certificate to *Melissa Ho* by **Friday, May 8, 2015**:

Email to mho@annexbizmedia.com or fax 416-510-5133

If you have any questions, please contact Melissa Ho, Event Coordinator at mho@annexbizmedia.com or call 416-510-6833.

Your understanding and compliance with this requirement, is greatly appreciated and we thank you for your effort in ensuring the well-being of everyone. Have a prosperous and safe show.