



ISS Orlando – ISSshows.com

Orange County Convention Center

Workshops – Thursday, February 18

Seminars and Expo – Friday, February 19 – Sunday, February 21

Insurance Requirements

ISS is committed to doing everything we can to continually improve our services and relay important information to our customers.

DID YOU KNOW? The need for your organization to be insured on show-site is really no different than the need for insurance at your place of business on a day-to-day basis. It is important to know that as the lessee of booth space, your company can be held liable for accidents or mishaps that occur inside of your booth. **We simply want our exhibitors to make certain that their companies are properly insured and protected.**

This coverage is really no different than the insurance that you already have for your business. Simply contact your insurance agent and let him or her know that your group will be exhibiting at ISS and can they please attach a rider to your policy. We have included a document on the following page with coverage amounts that you can send to your Insurance Agent.

It is probably a good idea to get with your Insurance Agent every year and let him or her know about your upcoming show schedule. You may already be covered by your current insurance plan so be sure to ask. If not, we have included a form for you to secure your Event Insurance coverage from Buttine Insurance for \$100.00.

Proof of Insurance needs to be available at all times on show site. Just like carrying your Proof of Insurance with you in your car - you will need this if a mishap occurs and, because Tradeshow are so temporary, it's best to address any issues while still on show site.

Please Note: Insurance is required for ALL Exhibitors as stipulated in your contract. For more information, please see the Rules & Regulations Section / Contract Terms / Paragraph 16.

To Exhibitors Using an Exhibitor Appointed Contractor (EAC): The insurance discussed above is separate from and in addition to the Insurance that must be provided by your Exhibitor Appointed Contractor. Please see EAC Insurance Requirements section of this manual.

Questions? We're here to help! Please contact us:

- Visit our website at www.ISSshows.com
- Call us at (800) 933-8735 or email customer.serviceatlanta@nielsen.com

ALL EXHIBITORS ARE REQUIRED TO SECURE INSURANCE AND CARRY PROOF OF THAT INSURANCE TO SHOW SITE!



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Insurance Requirements cont.

CRITICAL INFORMATION

The Exhibitor shall, at the exhibitor's expense, secure and maintain the insurance listed below. This insurance must cover the time period of February 16 – February 22, 2010, which includes move-in, show days and move-out.

- **“Coverage”** - Coverage **must** be provided for Comprehensive General Liability in all instances. The Certificate shall be complete with policy numbers, effective dates of coverage and limits of coverage.
- **Automotive Liability** coverage must be provided if an automobile is A) a part of your exhibit or B) if you are using any vehicle at the loading docks.
- **Worker's Compensation** shall be provided if your company is using an Exhibitor Appointed Contractor, which is *any vendor* that is not listed in this manual including models, technicians and/or temporary staff members. (Please see section 6 for EAC information).
 1. Worker's Compensation Insurance – Only if using an EAC. Please see Section 6 of this manual for information pertaining to Exhibitor Appointed Contractors.
 2. **Comprehensive General Liability with no less than 1,000,000 each occurrence and \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable).**
 3. Automobile Liability Insurance (If part of your display or for any vehicle coming into the loading docks) with no less than \$500,000 each occurrence combined single limit for bodily damage and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators.
- **“Description of Special Items”** - Nielsen Business Media – ISS Orlando 2010, the Orange County Convention Center and GES Exposition Services must be listed as additional insured for the dates February 16 – February 22, 2010. These dates cover move-in, show days and move-out.
- **“Certificate Holder”** - Information should read:

Nielsen Business Media - ISS Orlando 2010
1145 Sanctuary Parkway, Suite 355
Alpharetta, GA 30009

For more information email peggy.cross@nielsen.com

EXHIBITOR INSURANCE PROGRAM

EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

Nielsen Business Media requires that all exhibitors carry Commercial General Liability insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. Nielsen Business Media, ISS Orlando 2010, the Orange County Convention Center and GES Exposition Services shall be named as Additional Insured. This insurance must be in force during the lease dates of the event, February 16-22, 2010.

Our insurance:

- Protects exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance
- Protects foreign exhibitors whose insurance will not pay claims brought in U.S. courts
- Cost is \$100 per exhibiting company - regardless of booth size
- We also offer 6 month and 12 month coverage for exhibitors attending multiple shows

ShowDown® EXHIBITOR EVENT CANCELLATION INSURANCE

This is an optional program that John Buttine Inc offers to exhibitors. This program covers your expenses to attend a show (airfare, hotel rooms, etc).

This insurance:

- Protects against loss of incurred expenses in the event of an Event's cancellation, relocation, postponement, or curtailment
- Covers the extra cost to get key staff or equipment to the show site in event of weather-related travel delays, sickness, death of immediate family and even jury duty
- Pays for loss related to damage of booth equipment and show-related products and displays
- Policy includes loss due to power outage at exhibition site

There are three limit options: \$10,000, \$25,000, and \$50,000 and the cost ranges from \$250 to \$750 per event.

IT'S EASY TO APPLY...

- Go to <http://www.buttine.com/eventExhibitor.html> to complete our online applications
- We accept Visa or MasterCard
- Deadline to apply for these insurance programs is **Friday, February 5, 2010**

QUESTIONS?

Please Contact:

Buttine Underwriters Purchasing Group, LLC
Attn: Kendra Reilly
Phone: 212-697-1010 ext. 49
Email: kar@buttine.com



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EAC Insurance Requirements

An **Exhibitor-Appointed Contractor (EAC)** employed by exhibitors must provide a Certificate of Insurance with complete information as listed below. EAC's will not be allowed access to the show floor if the certificate is not on file with Show Management and GES by **February 1, 2010** for the Imprinted Sportswear Show – Orlando.

The following information **MUST** be contained on the certificate:

- **“Producer”** - Name, address and phone number of insurance carrier
- **“Insured”** – Company Name, Address, Phone number and Booth Number of Company Insured
- **“Coverage”** - Coverage must be provided for General Liability, Automotive Liability, and Workmen’s Compensation, complete with policy numbers, effective dates of coverage and limits of coverage.
 4. Worker’s Compensation Insurance including employee liability coverage, in a minimum amount not less than 1,000,000 of individual and/or aggregate coverage.
 5. Comprehensive General Liability with no less than 1,000,000 each occurrence and \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable).
 6. Automobile Liability Insurance with no less than \$500,000 each occurrence combined single limit for bodily damage and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators.
- **“Description of Special Items”** - Nielsen Business Media, Imprinted Sportswear Show – Orlando, GES Exposition Services and the Orange County Convention Center must be listed as additional insured for the dates February 16-22, 2010. These dates cover move-in, show days and move-out.
- **“Certificate Holder”** - Information should read and be returned by mail to:

Imprinted Sportswear Show – Orlando
Nielsen Business Media
Attn: Ekita Shaw
1145 Sanctuary Parkway, Suite 355
Alpharetta, GA 30009

For further information call: 770-291-5506
email: ekita.shaw@nielsen.com