



INSURANCE REQUIREMENTS

Metalworking Manufacturing & Production Information Sheet

www.mmpexpo.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 (single show certificate) or PAL Insurance (single or multi-show certificates). **Annex Publishing & Printing Inc.** has appointed exhibitorinsurance.com as the recommended insurance contractor for exhibitors. Use the Exhibitor Insurance application form available on our website or order online. Visit www.mmpexpo.com and click on Exhibitor Manual, Exhibitor Forms Tab for more information.

OPTION #2: YOUR OWN INSURANCE

Contact your own insurance company to request a certificate of insurance. If you are exhibiting in multiple shows, only one certificate is necessary, however please note that the proper dates and additional insured should be listed.

Certificate must include the following:

- Name of the Show: **Metalworking Manufacturing & Production Expo**
- Show Producer to be listed as additional insured: **Annex Publishing & Printing Inc., 80 Valleybrook Dr, Toronto, ON M3B 2S9**
- Show Venue to be listed as additional insured:
 - Winnipeg 2015 - **Victoria Inn Hotel & Convention Centre, 1808 Wellington Ave, Winnipeg, MB R3H 0G3**
 - Coquitlam 2015 - **Hard Rock Casino Vancouver Theatre, 2080 United Boulevard, Coquitlam, BC V3K 6W3**
- Date of the Show, must include move-in date:
 - Winnipeg 2015 – **April 6-7, 2015** (includes move in and out dates)
 - Coquitlam 2015 - **May 4-5, 2015** (includes move in and out dates)
- 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 **Tiffany Gin** by March 16, 2015 to tgin@annexnewcom.ca or fax 416-510-5133.

If you have any questions, please contact Tiffany Gin, Event Coordinator at tgin@annexnewcom.ca or call 416-510-5211.

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.