

Certificate of Insurance:

Exhibitors must maintain Commercial General Liability and Blanket Contractual Liability insurance. The limits for bodily injury and property damage combined shall be at least \$1,000,000. Certificates of insurance stating such limits shall also provide the policy may not be cancelled without 15 days advance written notice to LCI. All property of the Exhibitor is understood to remain in its custody and control in transit to or from the confines of the exhibit hall, subject to the Official Rules and Regulations on Exhibit Space Contract *Expo and/or Institute Exhibiting companies must provide certificates of insurance evidencing the required insurance coverage.* This coverage must be in effect February 12, 2014 through February 14, 2013 for the Expo.

LCI must be named as an additional insured on certificate. These certificates must be provided to LCI prior to exhibiting in either event. **Failure to provide said certificates will cause the exhibitor to be prevented from exhibiting at either event and said exhibitor shall forfeit all monies paid for said event.**

The following information must be provided to LCI BEFORE you exhibit. Please either fax your certificate to 714-434-3862 or mail a copy to LCI, 14771 Plaza Drive, Suite M, Tustin, CA 92780. **Please see example of the Certificate of Liability below.**

ACORDTM CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) Date	
PRODUCER Phone # _____ FAX Number _____ Insurance Agency Address City, State, Zip			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.				
			INSURERS AFFORDING COVERAGE		NAIC #		
INSURED Vendor / Exhibitor Address City, State, Zip			INSURER A: Insurance Carrier				
			INSURER B:				
			INSURER C:				
			INSURER D:				
			INSURER E:				
COVERAGES							
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, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY	ABC123	Date	Date	EACH OCCURRENCE	\$ 2,000,000
		☒ COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
		☐ CLAIMS MADE ☒ OCCUR				MED EXP (Any one person)	\$ 10,000
		GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC				PERSONAL & ADV INJURY	\$ 2,000,000
						GENERAL AGGREGATE	\$ 4,000,000
						PRODUCTS - COM/PO/ AGG	\$ 4,000,000
B	X	AUTOMOBILE LIABILITY	ABC123	Date	Date	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		☒ ANY AUTO				BODILY INJURY (Per person)	\$
		☐ ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		☐ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		☐ HIRED AUTOS					
		☐ NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		☐ ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		☐ OCCUR ☐ CLAIMS MADE				AGGREGATE	\$
		☐ DEDUCTIBLE					\$
		RETENTION \$					\$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ABC123	Date	Date	☒ WC STATU-TORY LIMITS ☐ OTH-ER	
		E.L. EACH ACCIDENT				\$ 1,000,000	
		E.L. DISEASE - EA EMPLOYEE				\$ 1,000,000	
		E.L. DISEASE - POLICY LIMIT				\$ 1,000,000	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?					
		If yes, describe under SPECIAL PROVISIONS below					
		OTHER					
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Location: Long Beach Convention Center, CA Certificate Holder: Landscape Communications, Inc. (LCI) is named as additional insured 14771 Plaza Drive, Suite M Tustin, CA 92780							
CERTIFICATE HOLDER				CANCELLATION			
Landscape Communications, Inc. (LCI) 14771 Plaza Drive, Suite M Tustin, CA 92780				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER 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 OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.			
				AUTHORIZED REPRESENTATIVE John Doe <i>John Doe</i>			



Dear Exhibitor,

Thank you for your registration for The Landscape Architects' Expo scheduled to occur on February 13th and 14th.

As a standard requirement of all of our show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 in all. If you do not have this coverage in place, we have made arrangements for all of our exhibitors to acquire this coverage at significant savings by purchasing as part of a group. Please click the link below, complete a short questionnaire and you will obtain this coverage for \$65 plus tax.

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=srhJq8O3Hm4\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=srhJq8O3Hm4$)

Proof of alternative coverage, satisfying these minimums, or secured coverage through the link provided above must be in place prior to your scheduled move-in date. You will not be allowed to move-in/exhibit without proper insurance coverage in place.

Please feel free to contact me with any questions.

Sincerely,

Show Management

The Landscape Architects' Expo – Long Beach (LA expo)