

# 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 March 10, 2015 through March 14, 2015 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.**

<b>ACORD<sup>TM</sup> CERTIFICATE OF LIABILITY INSURANCE</b>						DATE (MM/DD/YYYY) Date	
<b>PRODUCER</b> Phone # _____ <b>FAX</b> Number _____ Insurance Agency Address City, State, Zip			<b>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.</b>				
			<b>INSURERS AFFORDING COVERAGE</b>			<b>NAIC #</b>	
<b>INSURED</b> Vendor / Exhibitor Address City, State, Zip			INSURER A: Insurance Carrier				
			INSURER B:				
			INSURER C:				
			INSURER D:				
			INSURER E:				
<b>COVERAGES</b>							
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	<b>GENERAL LIABILITY</b>	ABC123	Date	Date	EACH OCCURRENCE	\$ 2,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 10,000
		GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PERSONAL & ADV INJURY	\$ 2,000,000
						GENERAL AGGREGATE	\$ 4,000,000
						PRODUCTS - COM/PO/ AGG	\$ 4,000,000
B	X	<b>AUTOMOBILE LIABILITY</b>	ABC123	Date	Date	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS					
		<input type="checkbox"/> NON-OWNED AUTOS					
		<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		<b>EXCESS/UMBRELLA LIABILITY</b>				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		RETENTION \$					\$
C		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	ABC123	Date	Date	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$ 1,000,000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
		<b>OTHER</b>					
<b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS</b> 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							
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>			
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 <b>30</b> 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			
				John Doe			



Dear Exhibitor,

Thank you for registering for The Landscape Architect Design & Development Expo scheduled to occur on March 12th and 13<sup>th</sup>.

As a standard requirement of all of 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 you 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=2touFERUU8E\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=2touFERUU8E$)

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

**Landscape Architect Design & Development Expo – Long Beach (LA Expo)**

Amy Deane

Event Production

714-979-5275 x142

[adeane@landscapeonline.com](mailto:adeane@landscapeonline.com)