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| **IMPORTANT  - pLEASE TAKE CARE OF IMMEDIATELY !** | **insurance Requirements****PLANT Expo Information Sheet**[www.plantexpo.ca](http://www.plantexpo.ca)  |

*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 **PAL Insurance** or **ExhibitorInsurance.com**. Annex Business Media has appointed PAL Insurance and ExhibitorInsurance.com as the recommended Insurance contractor for exhibitors. Visit [www.plantexpo.ca](http://www.plantexpo.ca) 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 Business Media, 80 Valleybrook Dr, Toronto, ON M3B 2S9**
* Name of the Show: **PLANT Expo**
* Show Venue: **Bingemans, 425 Bingemans Centre Drive, Kitchener ON N2B 3X7**
* Date of the Show: **October 10 & 11, 2017** (must include move in and out dates)
* Show Producer & Show Venue to be listed as additional insured:

**Annex Business Media, 80 Valleybrook Dr, Toronto, ON M3B 2S9** &

**Bingemans, 425 Bingemans Centre Drive, Kitchener ON N2B 3X7**

* 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 by **September 27, 2017**:

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

If you have any questions, please contact Tara Patterson at tpatterson@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.*