

IMPORTANT- Please take care of immediately!

RE: CERTIFICATE OF LIABILITY INSURANCE

*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

Macgregor Communications appointed **Exhibitor Insurance.com** as the recommended Insurance contractor for exhibitors. Order directly online at www.exhibitorinsurance.com and scroll to:

iTech Ottawa 2018

OPTION #2: YOUR OWN INSURANCE

- Contact your own Insurance Company, request a certificate of Insurance with the following requirements below:
- **Macgregor Communications** listed as an additional insured.
- Dates of the show: **Jun 12 – Jun 12, 2018** (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

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.