

***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](http://www.exhibitorinsurance.com) and scroll to:

ITech Ottawa 2023

**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, including address: 110 Cochrane Drive, Unit 100, Markham, ON L3R 9S1
- Dates of the show: **May 23rd, 2023** (includes move in and out dates)
- Comprehensive General Liability of \$2,000,000
- \$25,000.00 inland Marine (**This is property coverage for materials and products or equipment while it is in transit to and from the event**)
- 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.*