



Notice of Exhibitor Certificate of Insurance: Policies, Procedures, and Notification of Use Form

Deadline: December 8, 2017

**Due to legal and labor issues, COI deadlines are firm and cannot be extended.
All exhibitors must fill out the following form with a copy of Certificate of Insurance.**

The National Retail Federation reserves the right to remove an COI whose actions jeopardize the on-time opening of the Exhibit Hall or whose employees fail to observe the regulations and procedures in the Prospectus, Service Kit, COI Policies and Procedures and Exhibit Space Application/Contract. This includes the National Retail Federation no-smoking policy. Smoking is prohibited in the Jacob K. Javits Convention Center. Lack of compliance will result in a loss of priority points for the exhibiting company and dismissal of the COI.

INSURANCE

The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of the contract for exhibit space, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. The Certificate of Liability should indicate proof of insurance with limits of not less than \$1,000,000 comprehensive general liability and \$250,000 in workers compensation coverage and name the National Retail Federation, Freeman, and the Jacob K. Javits Convention Center as additional insured. The certificate of insurance must confirm full coverage for installation, show, and dismantling days. The exhibitor shall obtain and shall furnish upon request of NRF Show Management a certificate of insurance documenting the required insurance.

LIABILITY

Each exhibitor agrees to indemnify, hold harmless and defend the NRF; the Jacob K. Javits Convention Center; Freeman; and their respective members, officers, directors, agents and employees from and against any and all liabilities, damages, actions, costs, losses, claims and expenses (including attorneys' fees), including litigation commenced by or against Licensee, on account of personal injury, negligence, fault or violation of law or ordinance or from or out of the occupancy or use of the Facility by Licensee or its employees, agents, contractors, patrons, guests, licensees, invitees or any other person entering the Facilities licensed with the implied or express permission of Licensee.

Such indemnification by Licensee shall apply unless such damage or injury results from the sole negligence, gross negligence or willful misconduct of the NRF; the Jacob K. Javits Convention Center; Freeman; or the members, officers, directors, agents and employees of each of these four entities.

In addition, each exhibitor acknowledges that the NRF does not maintain insurance covering exhibitor's property, and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.



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Exhibiting Company Information:

Exhibiting Company: _____ Booth #: _____

Contact Person: _____

On-site Supervisor: _____

Telephone: _____ Fax: _____

Email: _____

Address: _____

City, State, Zip: _____ Country: _____

I have read and agree to the COI Policies and Procedures and the National Retail Federation Rules and Regulations and understand that these rules are a part of the Exhibit Space Application/Contract.

Exhibitor Name: (Print or Type) _____

Exhibitor Signature: _____ Date: _____

***** Please attach you Certificate of Insurance with this form *****

Please return this form to:

Kimberly Deptula
Customer Service Concierge / Exhibit Coordinator
A. Fassano & Company / on Behalf of NRF
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Telephone: +1-856-302-0885, Fax: +1-856-232-2312
Email: Kimberly_Deptula@AFassanoCo.com