

# Certificate of Insurance (COI) and Exhibitor Designated Contractor (EDC) Policies, Procedures, and Notification of Use Form

## Deadline: May 13, 2019

The National Retail Federation reserves the right to remove an EDC 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, EDC Policies and Procedures and Exhibit Space Application/Contract. This includes the National Retail Federation no-smoking policy. Smoking is prohibited in the Anaheim Convention Center. Lack of compliance will result in a loss of priority points for the exhibiting company and dismissal of the EDC.

The National Retail Federation supports exhibitors' rights to designate their suppliers. To avoid confusion or misunderstanding, we've established the following procedures.

### It is the Exhibitor's Responsibility to insure the following procedures are practiced:

- Exhibitor agrees to obtain adequate insurance coverage, at Exhibitor's own expense, for property loss and damage and liability for personal injury through the period of the Show, inclusive of Move-in and Move-out days. Acceptable insurance consists of minimum commercial General Liability Coverage of \$2,000,000, with a single limit of 1,000,000 each occurrence for bodily injury and property damage. Such insurance shall name the following as additionally insured: National Retail Federation and the Anaheim Convention Center, the City of Anaheim and its officers, directors, agents, volunteers, and elected representatives. Exhibitor will be required to provide proof of insurance by **May 13, 2019**. Refer to sample COI below.
- Exhibitors must notify the National Retail Federation no later than **May 13, 2019** of their intent to use an exhibitor-designated contractor (EDC). To do so, the EDC Notification of Use Form must be emailed to the National Retail Federation Exhibit Management at [Logistics@AFassanoCo.com](mailto:Logistics@AFassanoCo.com).
- Each EDC service will require a separate form.
- Incomplete forms will not be accepted.
- Exhibitors must furnish the National Retail Federation with an EDC Notification Form for each individual booth you have in the Exhibit Hall. Multiple booths are not to be listed on one form.
- EDC can only provide services that are a part of their standard day-to-day business practice, e.g. I&D companies cannot provide Floral, AV, etc.
- If an exhibitor appoints a third-party contractor to arrange for all services related to the exhibit, then that third-party contractor assumes the responsibility to notify the National Retail Federation of all EDC who will be used. An individual form must be submitted for third-party contractors or they will not be allowed to work in the exhibitor's booth.
- Each exhibiting company shall be held responsible for all services provided by an EDC in connection with its exhibit. **Exhibitors should verify with their EDC that a U.S. Proof of Insurance has been submitted to the National Retail Federation by the required deadline, May 13, 2019.**

### It is the EDC's Responsibility to insure the following procedures are practiced:

- The EDC should verify with their clients, the exhibitor, that the EDC Notification of Use Form from the Service Kit has been submitted to the National Retail Federation by **May 13, 2019**.
- An EDC may not submit this form on behalf of the exhibiting company. Any such form will not be accepted.

- U.S. Proof of insurance must be submitted to the National Retail Federation from the EDC by **May 13, 2019**. **If an EDC form has been submitted and the National Retail Federation has not received proof of insurance, the exhibitor will be required to use our official contractor for such service.** Insurance coverage must include:
  - Proof of worker's compensation providing at least Coverage A statutory limits and Coverage B employer liability limits of a minimum of \$1,000,000; and which meet the requirements established by the Anaheim Convention Center.
  - Comprehensive general liability providing at least \$2,000,000 in coverage and naming the following as additional insured:
    - National Retail Federation
    - Anaheim Convention Center
    - The Expo Group Inc.
    - All Show Management Personnel
- EDCs must fully cooperate with the official contractors to efficiently use labor, equipment, space and time. EDCs and their representatives also must abide by the rules and regulations as set forth in the Exhibit Prospectus and Exhibit Service Kit.
- To protect exhibitors and their priority points, EDCs are encouraged to carefully review and adhere to all official National Retail Federation's Rules and Regulations. The National Retail Federation's Rules and Regulations can be found in the Service Kit. If EDCs do not abide by the Rules and Regulations, exhibitors hiring those contractors will be penalized by loss of priority points.
- Please be advised that the National Retail Federation's **No-Smoking Policy will be strictly enforced.** Representatives of an EDC who violate this policy will be asked to leave the Exhibit Hall. Excessive violations by representatives of an EDC may result in revoking the EDCs authorization to work.
- The EDC must have a valid order for service from an National Retail Federation exhibitor prior to arriving on site at the convention center. **Solicitation of business on the show floor is strictly prohibited.**
- EDC supervisors and all labor personnel are required to carry a labor wristband at all times during installation and dismantle. Labor wristbands will be distributed to the designated on-site EDC supervisor for I&D labor. EDC supervisors are responsible for insuring that all personnel authorized have a labor wristband.

**It is the Exhibitor's Responsibility to insure the following Labor Check-in Procedures are practiced:**

- EDC's will check in with the Anaheim Convention Center Security, and will also check in with the exhibitor management company, A. Fassano & Company. EDC's will provide security with a daily list of their labor calls. They will be given contractor badges with a daily sticker.
- A. Fassano & Company or National Retail Federation's designated security contractor will distribute wristbands for the EDC's and their crew.

**INCOMPLETE FORMS WILL NOT BE ACCEPTED · DEADLINE OF MAY 13, 2019 MUST BE MET TO BE APPROVED  
U.S. PROOF OF INSURANCE MUST BE SUBMITTED FOR  
ALL EXHIBITOR DESIGNATED CONTRACTORS.  
THERE WILL BE NO EXCEPTIONS.**

**SOLICITATION TO OTHER CLIENTS/EXHIBITORS IS NOT PERMITTED AND  
WILL BE STRONGLY ENFORCED!**

- One form is required for **each** booth the exhibiting company has on the show floor.
- One form is required for **each** type of service to be contracted.
- This form may be duplicated.

**EDC Notification of Use Form**

**Exhibiting Company Information:**

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Country: \_\_\_\_\_

The exhibiting organization listed above intends to use the following company to service an exhibit at the **National Retail Federation Protect 2019** to be held at the Anaheim Convention Center in Anaheim, California on June 11-13, 2019.

The exhibiting organization listed above will be utilizing **The Expo Group Inc.'s** services: Yes \_\_\_\_\_ No \_\_\_\_\_

**Exhibitor Designated Contractor Information:**

EDC Company: \_\_\_\_\_

EDC Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

On-site Contact: \_\_\_\_\_ On-site Telephone: \_\_\_\_\_

On-site Email: \_\_\_\_\_

**Please note that the Facility or official contractors will provide the following services exclusively:**

Booth Catering  
Booth Cleaning  
Booth Decorating  
Food for Cooking Demos  
Electrical Service and Labor  
Forklifts and Drivers

Furnishings  
Internet Service and Labor  
Labor  
Lead Retrieval  
Material Handling

Plumbing Service & Labor  
Security  
Porter Service  
Rigging  
Telephone Service & Internet

**Please select the type of service this EDC will provide:**

- |                                                   |                                      |                                                                        |
|---------------------------------------------------|--------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Audio Visual             | <input type="checkbox"/> Models      | <input type="checkbox"/> Installation and Dismantle (Labor)            |
| <input type="checkbox"/> Computer Rentals         | <input type="checkbox"/> Photography | <input type="checkbox"/> Installation and Dismantle (Supervision Only) |
| <input type="checkbox"/> Hazardous Waste Disposal | <input type="checkbox"/> Floral      | <input type="checkbox"/> Other (i.e.: Business Suite)                  |

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

Exhibitor Name: \_\_\_\_\_  
(Please Print or Type)

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to:**

**Karen Kimakovich**  
**Exhibits Specialist**  
**A. Fassano & Company**  
**461 Route 168, Unit A, Turnersville, NJ 08012 USA**  
**Telephone: +1-856-302-0887, Fax: +1-856-232-2312**  
**Website: [www.afassanoco.com](http://www.afassanoco.com)**  
**Email: [Logistics@AFassanoCo.com](mailto:Logistics@AFassanoCo.com)**

# CERTIFICATE OF LIABILITY INSURANCE

# SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000

FAX

**AGENTS NAME**  
**AGENTS ADDRESS**
**THIS CERTIFICATE IS ISSUED AS A MOTTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**
**INSURERS AFFORDING COVERAGE NAIC #**
**INSURED YOUR COMPANY NAME**  
**YOUR COMPANY ADDRESS**

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**EAC FOR:**
**COVERAGES**

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.

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMIS- \$ 500,000 (Eo occurrence) MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP-OP AGG \$ 2,000,000
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	COMBINED SINGLE LIMIT (Eo accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY- ACC \$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER \$ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE-EA EMPLOYEE \$ 1,000,000 E.L. DISEASE- POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:**
**National Retail Federation, Anaheim Convention Center, The Expo Group Inc.**  
**All Show Management Personnel**
**CERTIFICATE HOLDER**

 The National Retail Federation  
 1101 New York Ave,  
 Suite 1200  
 Washington, D.C. 20005

**CANCELLATION**

 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **30** 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