



Exhibitor Liability Insurance – Important Notice

This is a reminder that the exhibitor contract specifies that the insurance described below* must be reported to the show manager 30 days before move in.

Wells Fargo Insurance Services is collecting Certificates of Insurance on line. Please click this link: [Exhibitor Insurance Reporting](#) to go to the reporting form.

- Please complete the form and attach a certificate of insurance

Or,

- Forward it to your insurance agent or broker using the E-mail link provided at the top of the on-line form

You may purchase insurance [Click Here to Purchase Insurance](#) if you do not have insurance or it does not comply with the requirements below.*

Please do not send certificates of insurance to NMMA, the show manager, or Wells Fargo Insurance Services.

*Commercial general liability including products and completed operations, independent contractors' personal injury and blanket contractual liability insurance limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. **Coverage should begin from your first move-in day (December 27, 2011) and last through your last move-out day (January 10, 2012).** The certificate must name **NMMA and the Javits Convention Center** as additional insured and be provided to Show Management at least 30 days before the proposed exhibit date.

If you have any questions, please contact Josh Rosales at 718-707-0719 or jrosales@nmma.org