



## EXHIBITOR INSURANCE REQUIREMENTS

As an exhibitor renting exhibit space at the Gulf Coast Conference, please submit a Certificate of General Business Liability Insurance for your company, as evidence of such coverage being currently in effect. Your insurance agent is the only one authorized to produce this certificate.

Because the requirements for this certificate are unique to this event, a standard certificate is not acceptable. Please forward these instructions to your agent as soon as possible. Make sure they are aware of the deadline and the special requirements with regard to the event. The instructions below will give your agent all the information they will need to produce the certificate for you.

Should your company not have the required coverage, insurance is available through Direct Event Insurance Brokerage, LLC at (214)356-6585 or by email at [dcarbrey@directeventinsurance.com](mailto:dcarbrey@directeventinsurance.com)

Important Notice: Failure on the part of the exhibitor to have a proper Certificate of Liability Insurance submitted before move in date as stated in the "Terms & Conditions" "Installation of Exhibits" will result in suspension of the exhibitor's right to occupy space in the exhibit hall. Your company will be placed on a "Stop List" and you will not be allowed to move any exhibit materials into the exhibit hall. Suspension will be removed, and rights will be reinstated upon receipt of the proper certificate. There will be no exceptions made

### Specific requirements include:

- Insured's coverage must be in effect during the scheduled dates of the show.
- Specifically: October 15-17, 2018
- Venue: Moody Gardens Convention Center

Liability Insurance must be in effect for not less than \$1,000,000 per Occurrence/\$2,000,000 Aggregate

### The following additional insured are to be named:

- Gulf Coast Conference, Inc.
- Moody Gardens Convention Center

### Necessary elements of the required certificate:

1. Agent's name, address and telephone
2. Name of the Insured and/or DBA, address and telephone
3. Name of Insurance carrier
4. Complete policy information – liability limits and policy effective dates
5. Additional insured named with respect to the policy holder's participation in the Gulf Coast Conference.
6. Certificate Holder: Gulf Coast Conference, 13921 Hwy 105 W #163, Conroe, TX 77304
7. 30 Day notice of policy cancellation required.

**Questions: Email Anita Metcalf at [ametcalf@gulfcoastconference.com](mailto:ametcalf@gulfcoastconference.com)**

**Exhibitors: Upload your certificate on the GCC website in "Exhibitor Services" - "Exhibitor LogIn"**

**DO NOT MAIL or EMAIL CERTIFICATES DIRECTLY TO GCC  
ALL CERTS MUST BE UPLOADED TO THE WEBSITE**