

# **EXHIBITOR CERTIFICATE OF INSURANCE**

**MANDATORY** ▀ Please take care of immediately!

**DEADLINE – January 12, 2024**

As an Exhibitor participating in the **Ottawa Boat & Outdoor Show**, you must have adequate Liability Insurance with a minimum of \$2,000,000.00 to protect the Exhibitors, the attending public, and yourself. Our insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance for your participation at...

*Event Name: **Ottawa Boat & Outdoor Show 2024***

*Event Location: **EY Centre 4899 Uplands Dr Ottawa ON***

*Exact dates of show: **Feb 22-25, 2024, plus Move-in & Move-out.***

**Note:** If you are using an **Exhibitor Appointed Contractor**, other than the Official Show Contractors, that Contractor will **ALSO** need to supply a Certificate of Insurance in order to work on the show site. Please refer to the exhibitor manual for their required form.

**There are two (2) ways to arrange the required insurance:**

## **OPTION #1: Your own Insurance Company**

You can have your insurance company prepare a certificate of insurance, which must have the following:

- **Master Promotions Ltd. & Global Convention Services Ltd.** listed as an additional insured
- Effective dates must cover show dates plus *Move-in* and *Move-out* dates
- Comprehensive General Liability of \$2,000,000

## **OPTION #2: With Brokers Trust Insurance Group Inc.**

Alternatively, **Master Promotions Ltd.** has appointed **Brokers Trust Insurance Group Inc.** as the official insurance contractor for exhibitors and their coverage would satisfy all of the insurance requirements, except vehicles in motion/live demos.

Use the included **application form** or order **online at: [www.exhibitorinsurance.com](http://www.exhibitorinsurance.com)**

(go to **Order Exhibitor Insurance** and choose the applicable show.)

**Note:** Our office must receive your Certificate of Insurance 6 WEEKS prior to the show set-up.

1. **Email:** [insurance@mpltd.ca](mailto:insurance@mpltd.ca) (Insurance Coordinator)
2. **Fax:** 1-506-658-0750
3. **Mail:** Master Promotions Ltd. P.O. Box 565 Saint John N.B. E2L 3Z8

For any questions, please contact the insurance coordinator: [insurance@mpltd.ca](mailto:insurance@mpltd.ca) or 1-888-454-7469.

*Your understanding & compliance with this is appreciated. We thank you in advance for ensuring the well-being of all concerned. Have a prosperous & safe show.*