

# **REQUIRED EXHIBITOR INSURANCE** **DOCUMENTATION**

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

**DEADLINE –January 24, 2025**

Exhibitor shall obtain and maintain at its own expense a comprehensive general liability and all risk property insurance policy acceptable to MPE for the period commencing on the first move-in date and terminating on the last move-out date. The policy shall name MPE as additional insured and insure Exhibitor against all claims of any kind arising from or in any way connected with Exhibitor's presence or operations at the Show. The policy shall provide coverage of at least \$1,000,000 for each separate occurrence. At the request of MPE, Exhibitor shall provide MPE with a certificate of insurance verifying the policy.

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

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

- **Marketplace Events LLC listed as an additional insured**
- Effective dates must cover show dates plus *Move-in* and *Move-out* dates
- Comprehensive General Liability of \$1,000,000

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*Event Name: **Saint John Home Show 2025***

*Event Location: **TD Station 99 Station Street Saint John NB E2L 4X4***

*Dates: **March 12-16, 2025, Move In, Show, Move Out***

**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 a division of Marketplace Events 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.*