

Certificate of Insurance Requirements

MANDATORY FOR ALL EXHIBITORS



Due Date: **March 15th, 2019**

As an exhibitor participating in the show, you **MUST** carry adequate liability insurance to protect exhibitors, the attending public, the show producer, and yourself. A Certificate of Insurance (COI) must be submitted by the due date. If we do not have the proper insurance, your participation in the show may be affected. Below are the options for insurance.

Option 1: Use your own insurance company

Contact your own insurance company; request a 'Certificate of Insurance' with the following requirements:

- **Cottage Life Media, a division of Blue Ant Media Solutions Inc.** must be listed as an 'Additional Insured' (130 Merton Street, Suite 200, Toronto ON, M4S 1A4)
- Comprehensive General Liability of \$2,000,000
- Bodily-Injury and Property-Damage Liability subject to a maximum of \$1,000 deductible
- Products and completed operations liability
- Contingent employers liability
- Broad form property damage
- Cross liability clause
- Severability of interest clause

A sample COI, containing our legal name and the dates of the event, is included in this package should you wish to forward it to your broker.

NEW! When you have your updated COI, you must submit it for review to ExhibitorInsurance.com. We have a new process in place for easy submission and review.

Let's start! Please click the link below to start the process of uploading your certificate.

www.exhibitorinsurance.com/upload

By following the link you will land on Step 2 of 4. Follow the instructions through to Step 4 to upload and submit your insurance. Once submitted, it will be reviewed and approved or declined. If declined, you will receive an email explaining why and how to correct it for approval. *If you end up on the home page, scroll down to 'Upload Certificate'.* You will land on Step 1. Fill in only the first search field with 'Ottawa Cottage Life Show' and click search. Continue on from there!

Option 2: Single Event Insurance

Cottage Life Media has appointed ExhibitorInsurance.com as the recommended insurance contractor for exhibitors. By following the link below you can apply online for single event insurance through ExhibitorInsurance.com.

www.exhibitorinsurance.com/onlineordering

After clicking the link you will land on step 2 of 4 of ordering insurance. Follow through all of the steps to complete your order. *If you end up on the home page, scroll down to 'Order Insurance'.* You will land on Step 1. Fill in only the first search field with 'Ottawa Cottage Life Show' and click search. Continue on from there!

Your understanding and compliance with this requirement through Options 1 or 2, is greatly appreciated and we thank you for your effort in ensuring the well being of everyone. Have a prosperous and safe show.

For any inquiries, please contact admin@cottagelife.com or info@exhibitorinsurance.com

CERTIFICATE OF INSURANCE (COI)

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.
This certificate does not amend, extend or alter the coverage afforded by the policies below.

INSURED'S FULL NAME AND MAILING ADDRESS	BROKER'S FULL NAME AND MAILING ADDRESS	
	BROKER'S CLIENT ID:	POSTAL CODE

COVERAGES

This is to certify that 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 terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE (YYYY/MM/DD)	EXPIRY DATE (YYYY/MM/DD)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENNANTS LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES <input type="checkbox"/> POLLUTION LIABILITY EXTENSION		2019/04/11	2020/04/10	EACH OCCURRENCE	\$2,000,000. CDN
				GENERAL AGGREGATE	\$2,000,000. CDN
				PRODUCTS-COMPIOP AGG	\$2,000,000. CDN
				PERSONAL INJURY	\$2,000,000. CDN
				TENNANTS LEGAL LIABILITY	\$ 250,000. CDN
				MED EXP (Any one person)	
				NON-OWNED AUTO	\$2,000,000. CDN
				OPTIONAL POLLUTION LIABILITY EXTENSION	\$
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> LEASED AUTOMOBILES ** ALL LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED	\$
				BODILY INJURY (Per Person)	\$
				BODILY INJURY (Per Accident)	\$
				PROPERTY DAMAGE	\$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM (Specify) _____				EACH OCCURRENCE	
				AGGREGATE	
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> UMBRELLA LIABILITY				EACH OCCURRENCE	
				AGGREGATE	

ADDITIONAL INSURED NAME AND MAILING ADDRESS	DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS
Cottage Life Media, a division of Blue Ant Media Solutions Inc. 130 Merton Street, Suite 200 Toronto, ON M4S 1A4	Cottage Life Media, a division of Blue Ant Media Solutions Inc. is included as an additional insured but only with respect to liability arising out of the operation of the Named Insured, and as Loss Payee but only as their interest may appear.

CERTIFICATE HOLDER - NAME AND MAILING ADDRESS	CANCELLATION
	Should any of the above policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	PRINT NAME INCLUDING POSITION HELD

FAX NUMBER	EMAIL ADDRESS	COMPANY	DATE