

REQUIRED EXHIBITOR INSURANCE **DOCUMENTATION**

MANDATORY ▀ Please take care of immediately!

**DEADLINE – JANUARY 12,
2024**

The Exhibitor shall insure their own merchandise against fire, theft and all perils. Exhibitors and any associated contractors are required to maintain public liability insurance to a minimum of \$2,000,000.00, listing Master Promotions Ltd. And Global Convention Services as additional insured, for the period covering the show dates plus move-in and move-out dates.

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.

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

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

Event Name: **International Potato Technology Expo 2024**

Event Location: **Eastlink Centre 46 Kensington Road Charlottetown PE C1A 5H7**

Exact dates of show: **February 22 & 23, 2024, plus Move-in & Move-out**

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

1. **Email:** 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 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.