



Exhibitor Liability Insurance – Important Notice

This is a reminder that the exhibitor contract specifies that the insurance described below* must be reported to the show manager 30 days before move in.

Wells Fargo Insurance Services is collecting Certificates of Insurance on line. Please click this link: [Exhibitor Insurance Reporting](#) to go to the reporting form and attach your certificate of liability insurance.

- Please complete the form and attach a certificate of insurance

Or,

- Forward it to your insurance agent or broker using the E-mail link provided at the top of the on-line form

You may purchase insurance [Click Here to Purchase Insurance](#) if you do not have insurance or it does not comply with the requirements below.*

Please do not send certificates of insurance to NMMA, the show manager, or Wells Fargo Insurance Services. NMMA will automatically be notified upon completion of the on-line reporting form or purchase of insurance.

**Commercial general liability including products and completed operations, independent contractors' personal injury and blanket contractual liability insurance limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. Coverage should begin from your first move-in day (March 24, 2012) and last through your last move-out day (April 2, 2012). The certificate must name NMMA, Northwest Sportshow, and Minneapolis Convention Center as additional insureds and be provided to Show Management at least 30 days before the proposed exhibit date using the above on-line reporting form.*

The certificate holder name and address for the certificate should read:

Northwest Sportshow
c/o NMMA
231 S. La Salle St., Ste. 2050
Chicago, IL 60604

Please refer to your NMMA Exhibit Space Agreement or contact your Exhibitor Relationship Manager if you have any questions.