



Exhibit Dates: April 1- April 2, 2020 • Las Vegas Convention Center • Las Vegas, NV

Insurance & Exhibitor Appointed Contractor Requirements

Insurance Requirements

- As mentioned in the Policies on Security page of this manual, exhibitors are urged to obtain a rider on their regular insurance policy through their own insurance agent. This will cover equipment/goods while in transit to the show, during the show and in transporting equipment to its next destination. This insurance is normally inexpensive and is a sensible and valuable precaution.
- Exhibitors should be aware that Show Management, as well as the Security provider, the Las Vegas Convention & Visitors Authority and Shepard Exhibition Services take no responsibility for loss, theft, pilferage or mysterious disappearance.
- **It is the responsibility of each exhibitor to carry liability insurance for Digital Signage Expo in the minimum amount of \$1,000,000 for bodily injury and property damage combined. If an exhibitor does not have a general liability insurance policy, please contact show management for information and an application form to open an acceptable tradeshow insurance policy.**
- **PLEASE NOTE:** FAILURE ON THE PART OF THE EXHIBITOR TO HAVE PROPER* CERTIFICATE OF LIABILITY INSURANCE SUBMITTED BY **JANUARY 24, 2020** WILL RESULT IN SUSPENSION OF THE EXHIBITOR'S RIGHT TO OCUPY SPACE IN THE EXHIBIT HALL. YOUR COMPANY WILL BE PLACED ON A **STOP LIST** AND WILL NOT BE ALLOWED TO MOVE ANY EXHIBIT MATERIALS INTO THE EXHIBIT HALL. SUSPENSION WILL BE REMOVED AND RIGHTS WILL BE REINSTATED UPON RECEIPT OF THE PROPER CERTIFICATE. **THERE WILL BE NO EXCEPTIONS MADE TO THIS REQUIREMENT.** *Proper refers to a certificate in which all required elements are stated and correct.
- **AGENTS INFORMATION AND GUIDELINES**
Specific requirements include:
 1. Insured's coverage must be in effect during the scheduled dates of the show including set-up and tear down, March 28 – April 3, 2020, per contractual agreement.
 2. Liability Insurance must be in effect for not less than \$1,000,000.
 3. The following additional insured are to be named:
 - **Exponation LLC (owners/managers of the event)** – 50 Glenlake Pkwy., Ste. 430, Atlanta, GA 30328
 - **Las Vegas Convention & Visitors Authority (location of the event)** – 3150 Paradise Rd., Las Vegas, NV 89109
 - **Shepard Exhibition Services (general contractor for the event)** – 5845 Wynn Rd., Suites A-D, Las Vegas, NV 89119

- **All insurance certificates must be sent to:** Digital Signage Expo Operations Department either via fax: 770-518-0022, email: ccantrell@exponation.net, OR mail to: Digital Signage Expo Operations Department 50 Glenlake Pkwy., Suite 430 Atlanta, GA 30328.

Hold Harmless Agreement

- Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save harmless Digital Signage Expo, Exponation LLC, the Las Vegas Convention & Visitors Authority and Shepard Exhibition Services including the employees and agents of each against all claims, losses or damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof.
- In addition, Exhibitor acknowledges that Digital Signage Expo, Exponation LLC, the security provider, the Las Vegas Convention & Visitors Authority and Shepard Exhibition Services do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such potential losses by Exhibitor.



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Exhibitor Appointed Contractors (EACs)

- An EAC is a company or individual other than the General Contractor (Shepard Exhibition Services) who provides a product or service to an exhibiting company. These include installation and dismantle services, audiovisual vendors or transportation personnel who require access into the exhibit hall.
- Exhibitors wishing to use an EAC contractor must fill out the EAC form, located in the Important Information section of the exhibitor manual.
- All EACs must conform to all local union rules, regulations and jurisdictions, as well as rules and regulations in effect for Digital Signage Expo by Exponation LLC and the Las Vegas Convention & Visitors Authority. Exhibitors are responsible for the actions of their Exhibitor Appointed Contractor.

- If you choose to use an EAC the following is required:

- 1) The form on page **XX** must be filled out including the EAC, contact person and phone number.
- 2) All EACs must ALSO present Show Management a copy of their own certificate of liability insurance from with a minimum of \$1,000,000.00 of coverage. Deadline: January 24, 2020. See instructions on previous page for detailed information.