



Dear Vendors:

All vendors at Circle of Sisters 2018 must show proof of General Liability Insurance (with \$1 Million per occurrence/\$2 Million aggregate limit). Many of you may already carry this policy, and in that case, we will only need to make sure that Emmis is named as additionally insured and keep a copy of the certificate on file. There should be no additional cost to make this change for the event.

For those of you that don't have a policy, we have arranged with our broker, Marsh, the opportunity to purchase (at a reduced rate) special event coverage for the Circle of Sisters expo. The policy covers bodily injury and property damage to third parties as well as an option to insure your inventory against damage during the course of the event. The minimum premium for this policy is \$65 for the weekend and carries no deductible.

To simplify this process click the link below:

[https://www.TotalEventInsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=Q3sp9r_kgGY\\$](https://www.TotalEventInsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=Q3sp9r_kgGY$)

This has been implemented to protect everyone participating in the event, most importantly your small business. Please note that this requirement will be added to our sub license agreement that all vendors are required to acknowledge by signature. We will not accept any vendor forms unless it is accompanied by the required insurance certificate.

Proof of alternative coverage, satisfying these minimums, or secured coverage through the link provided must be in place prior to your scheduled move-in date. You will not be allowed to move-in/exhibit without proper insurance coverage in place.

If you have any questions please email them to: service@totaleventinsurance.com.

Sincerely,

Show Management