

40th
ANNUAL

FPC

FLORIDA PLANS &
CONSTRUCTION
SEMINAR + EXPO



AI

**EXHIBITOR
PROOF OF INSURANCE
REQUIREMENT**

SEPT 29 - OCT 1, 2024

ROSEN SHINGLE CREEK | ORLANDO, FL
WWW.FPCSEMINAR.COM

Exhibitor Proof of Insurance Requirement

Please review, then forward this pdf to your insurance carrier(s) for your General Liability and Workers Comp policies.

1. Request that when they send COI(s) to the address listed as Certificate Holder, they also forward you a copy.
2. Email your copy to FPC Expo Management at lanimilton2019@gmail.com to ensure we have your document on file.

Submission Timeline: Proof of insurance in the form of Certificate of Insurance (COI) that meets the specifications outlined in this document, must be provided to FPC Expo Management within 30 days of signing agreement and submitting payment for exhibit space anytime before September 1, 2024; booths reserved after September 1, 2024 must provide their COI within five business days or sooner in order to have COI in place before event date.

COI(s) meeting all specifications must be on file with FPC Management in order for exhibitor to participate in the FPC Expo. Please note that Exhibitor's Service Kits will not be provided until the COI(s) are received.

Exhibitor is responsible for checking the policy expiration date listed on the COI; if policy expires before the dates of the Expo, Sept. 29 -Oct. 1, 2024, exhibitor is responsible for requesting an updated COI for the new policy period and emailing a copy to FPC Expo Management.

NOTE: because the name of the seminar has changed, please be aware that if you previously exhibited in the AHCA Seminar, your insurance company will need to make changes to the Additional Insured section to reflect the name change. They might not be aware of this necessity if you do not point it out to them.

We sincerely appreciate your assistance in addressing this requirement.

FPC Expo Management

www.fpcseminar.com

Certificate of Insurance (COI) Requirement

Proof of Insurance for General Liability and Workers Comp: Exhibitor shall, at its sole cost and expense, procure and maintain through the term of this Contract, Sept. 29 -Oct. 1, 2024, **comprehensive General Liability insurance** against any claims for bodily injury or death and property damage in connection with the FPC Seminar + Expo.

Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000 per occurrence/ \$2,000,000 aggregate coverage.

During the term hereof, the Exhibitor shall maintain **Workers' Compensation** and Occupational Disease insurance in full compliance with all federal and state laws, covering all of Exhibitor's employees engaged in the performance of any work for Exhibitor. All property of the Exhibitor is understood to remain under its custody and control in transit to and from the confines of the exhibit hall.

See sample on next page.

FPC Seminar & Expo requires additional insured coverage for the entities listed below. Include this information in the COI with the following two specifications:

1. The Additional Remarks Schedule section must include the following statement:
ADDITIONAL INSURED:
Healthcare Seminar Associates, Inc. and FPC Seminar & Expo and its agents.
2. List the following as **CERTIFICATE HOLDER:**
Healthcare Seminar Associates, Inc.
1412 NE 6th St.
Fort Lauderdale, FL 33304
Email: jeff@latconferenceservices.com
3. Initiate automatic updates to COI when policies renew to ensure COI covers the actual dates of event.

Please also email a copy of the COI to the company representative requesting this COI.

