

Exhibitor & EAC Insurance

Insurance Requirements **Deadline: April 21, 2023**

LightFair Show Management encourages exhibitors to obtain a rider on their standard 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 LightFair® Show Management, IMC, LP., its partners, as well as the Jacob K. Javits Center and Freeman, take no responsibility for loss, theft, pilferage, or mysterious disappearance. Exhibitors and Exhibitor Appointed Contractors are required to carry Commercial General Liability insurance with limits of \$1,000,000.00 per occurrence and \$2,000,000 aggregate. Certificate holder should be listed as the following:

ATTN: LightFair 2023
LightFair/ IMC, L.P.
240 Peachtree Street, NW, Ste 2200
Atlanta, GA 30303

Additional Insureds should be listed as the following: LightFair 2023, Freeman Company, Jacob K. Javits Convention Center of New York, and IMC, L.P., its officers, agents & employees.

Coverage Dates:

Move In: May 18-May 22, 2023
Tradeshow Date: May 23-May 25, 2023
Move Out: May 25-27, 2023

NOTE: Certificates MUST list the Exhibiting Company Name and Booth Numbers

All insurance certificates must be sent to: Shannon Bere at shannonb@lightfair.com. If your company does not carry Commercial General Liability Insurance, you may purchase the required coverage from Buttine Insurance - [Apply Online](#) – cost is \$80. Or you may apply with the Buttine Form in your Exhibitor Services Manual.

Hold Harmless Agreement

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save harmless the Jacob K. Javits Convention Center and its employees and agents 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, excluding any such liability caused by the sole negligence of the Jacob K. Javits Convention Center, it's employees and agents.

In addition, Exhibitor acknowledges that LightFair, IMC, LP., its partners and the Jacob K. Javits Convention Center 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 losses by Exhibitor.

Exhibitor Appointed Contractors (EACs)

An EAC is a company or individual other than the General Contractor who provides a product or service to an exhibiting company. These include installation and dismantle services, audio visual 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 this manual. All EAC's must conform to all local union rules, regulations, and jurisdictions. Exhibitors are responsible for the actions of their Exhibitor Appointed Contractor. If you choose to use an EAC the following is required:

The form must be filled out including the EAC, contact person and phone number.

In addition to the exhibiting company's certificate of insurance, the EAC must also file their own certificate of commercial general liability insurance with a minimum of
\$1,000,000.00 per occurrence /
\$2,000,000 aggregate