

BPS 2023 INSURANCE REQUIREMENTS

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Commercial General Liability Insurance (CGL), including bodily injury/property damage, products, and completed operations, personal injury and contractual liability of not less than \$1,000,000 per occurrence.

1. Automobile Liability including owned (if any), hired and non-owned vehicles with a Combined Single Limit of not less than \$1,000,000.
2. The Mayor, The City of San Diego, San Diego Convention Center, The Biophysical Society, its employees and agents are additional insured.

CERTIFICATE OF INSURANCE REQUIREMENTS

Each exhibitor MUST provide a Certificate of Insurance evidencing Commercial General Liability and Automobile Liability. Certificates are due by February 3, 2023.

If you have any questions, you may contact Jana Warner, Client Service Manager, with Gallagher/Novick Group Inc at jana_warner@ajg.com or 301-917-6553, advise Jana that you are calling with regard to the Biophysical Society 2023 Annual Meeting.

Certificate of Insurance Holder:

Biophysical Society
5515 Security Lane, Suite 1110
Rockville, MD 20852

Coverage dates:

February 18-22, 2023

Include following language in the description section:

Biophysical Society 67th Annual Meeting
The Mayor, The City of San Diego, San Diego Convention Center, The Biophysical Society, its employees and agents are additional insured.

PURCHASING A CERTIFICATE OF INSURANCE

You may secure the required Commercial General Liability and Automobile Liability coverage through Gallagher/Novick Group Inc, BPS' approved online insurance program for exhibitors. The Gallagher premium of \$75 will meet all Commercial General Liability and Automobile Liability coverage for the dates of the show from move in to move out and including the required additional insured.

Exhibitors in the US can purchase insurance [here](#). If you are outside the US, there is a button within the [application](#) that will allow you to choose your country and complete your address.

DEADLINE

The deadline for Certificates of Insurance from exhibitors is February 3, 2023.

EXHIBITOR APPOINTED CONTRACTOR (EAC) & INSTALLATION & DISMANTLING VENDORS

Exhibitors who plan to use the services of anyone other than the official decorator (Freeman Co) must notify BPS on or before February 3, 2023 in writing.

- Exhibitors may employ professional contractors to perform work at the exhibitor's booth space.
- Exhibitor must complete an EAC/I&D form and inform their vendor of the BPS rules and regulations and vaccination requirements. This rule will be strictly enforced.
**Contact Exhibit Management for an EAC/I&D form.*
- All outside installation and dismantling contractors/individuals hired directly by exhibitors must provide Freeman Co and BPS Exhibit Management with a valid Certificate of Insurance. **See Certificate of Insurance Requirements above.*
- It is the exhibitor's responsibility to abide by all BPS rules and regulations, San Diego Convention Center, and the Freeman Exhibitor Kit.
- Examples of EAC's include private security, photographers, decorators, etc.
- The BPS assumes no liability for any work performed by the outside contractors.

A Certificate of Insurance for your outside vendor must accompany a completed form. If your EAC or insurance broker are providing the required evidence of coverage, have them forward the certificate to exhibits@biophysics.org.

DEADLINE

The deadline EAC/I&D insurance and vaccination verification is February 3, 2023.