

## **BPS 2024 EXHIBITOR INSURANCE REQUIREMENTS**

### **EXHIBITOR INSURANCE REQUIREMENTS**

Comprehensive General Liability Insurance – Broad Form Comprehensive General Liability Insurance (including bodily injury/property damage, products, and completed operations, personal injury and contractual liability) coverage with limits not less than \$2M General Aggregate, \$1M Each Occurrence, and \$1M Hired/Non-Owned Auto Liability.

### **CERTIFICATE OF INSURANCE REQUIREMENTS**

Each exhibitor **MUST** provide a Certificate of Insurance evidencing the above by **January 26, 2024**.

If you have any questions, you may contact Jana Warner, Client Service Manager, with Gallagher at [jana\\_warner@ajg.com](mailto:jana_warner@ajg.com) or 301-917-6553. *\*Please inform Jana that you are calling about the Biophysical Society 2024 Annual Meeting.*

#### **Certificate of Insurance Holder:**

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

#### **Coverage dates:**

February 9-13, 2024 (includes installation, exhibit, and dismantling dates)

#### **Include the following language in the description section:**

Biophysical Society 68th Annual Meeting

The Pennsylvania Convention Center Authority, SMG, City of Philadelphia, Philadelphia Convention & Visitors Bureau, Commonwealth of Pennsylvania, Biophysical Society, its employees and agents are additional insured.

### **PURCHASING CERTIFICATE OF INSURANCE**

You may secure the required insurance coverage through Gallagher (BPS' approved online exhibitor insurance program). The Gallagher premium of \$75 will meet all Comprehensive General Liability – Broad Form Comprehensive General Liability, and Hired/Non-Owned Auto Liability coverage for the dates of the show from move in to move out and includes 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.

### **DEADLINE**

The deadline for Exhibitor Certificates of Insurance is **January 26, 2024**.

### **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 **January 26, 2024** 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 BPS' rules and regulations (see booth contract).
- 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, The Pennsylvania Convention Center Authority, and the Freeman Exhibitor Service 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, please have them forward the certificate to [exhibits@biophysics.org](mailto:exhibits@biophysics.org).

**DEADLINE**

The deadline to submit an EAC/I&D [form](#) and insurance is **January 26, 2024**.