

## **BPS 2026: INSURANCE REQUIREMENTS, PURCHASE INSURANCE, & EAC INFORMATION**

### **EXHIBITOR INSURANCE REQUIREMENTS**

Comprehensive General Liability Insurance with limits not less than \$3M each occurrence.

### **CERTIFICATE OF INSURANCE REQUIREMENTS**

Each exhibitor **MUST** provide a Certificate of Insurance evidencing the above by **February 4, 2026**.

If you have any questions, you may contact Curtis Robertson, Client Service Manager, with Gallagher at [curtis\\_robertson@ajg.com](mailto:curtis_robertson@ajg.com) or 301-917-6598. *\*Please inform Curtis that you are calling about the BPS 2026 Annual Meeting.*

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

Biophysical Society  
6903 Rockledge Drive, Suite 540  
Bethesda, MD 20817

#### **Coverage dates:**

February 20-24, 2026 (includes installation, exhibition, and dismantling dates)

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

Biophysical Society 70th Annual Meeting

**Additional Insured:** Commercial General Liability Insurance policies required by agreements for use of the Moscone Center shall name as additional insureds: (i) the City and County of San Francisco, (ii) SMG, (iii) ASM Global Parent, Inc., (iv) the Moscone Center Joint Venture, (v) the Trustees of the Moscone Center Project, (vi) All directors, members, officers, agents, employees, affiliates, subsidiaries of each of the above. Commercial Automobile Liability Insurance policies required by agreements for use of the Moscone Center shall name as additional insureds: (i) the City and County of San Francisco, (ii) SMG, (iii) ASM Global Parent, Inc., (iv) the Moscone Center Joint Venture, (v) the Trustees of the Moscone Center Project, (vi) All directors, members, officers, agents, employees, affiliates, subsidiaries of each of the above.

### **PURCHASE CERTIFICATE OF INSURANCE**

You may secure the required insurance coverage through Gallagher (BPS' approved online exhibitor insurance program). The Gallagher premium of **\$88.73** will meet all required 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.

### **DUE DATE**

The deadline for Exhibitor Certificates of Insurance is **February 4, 2026**.

### **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 4, 2026**, 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 & 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 & Regulations, The Moscone Center, 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 an [EAC/I&AD 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).

### **DUE DATE**

The deadline to submit a Certificate of Insurance, EAC/I&D form, and/or applicable EAC/I&D insurance is **February 4, 2026**.