

Exhibitor Appointed Contractor Requirements

If your company plans to use a firm who is not an official service contractor, the EAC form along with a certificate of insurance is required to be submitted to show management, NACDS. Inform your Exhibitor Appointed Contractor that they must send a copy (address below) of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in, **Tuesday, July 22, 2025**, or they will not be permitted to service your exhibit.

General Liability Insurance Certificate Requirements

The exhibitor shall provide NACDS evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum coverage and limits as described below:

1. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products & completed operations aggregate.
2. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
3. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease – each employee and \$1,000,000 disease – policy limit.
4. Automobile Liability with a limit of not less than \$1,000,000 combined single limit – each accident.
5. The Commercial General Liability Policy shall name **Freeman** (official Service Provider), **2025 NACDS Total Store Expo** (Show) and the **San Diego Convention Center** (Facility) as additional insured on a primary and non-contributory basis.

6. **Send General Liability Insurance Certificate to:**

NACDS

Total Store Expo Exhibits Department

1776 Wilson Boulevard, Suite 200

Arlington, VA 22209

Email: exhibits@nacds.org

Phone: 703-837-4320

