



WEDNESDAY
SEPT 28, 2022
10 AM-5 PM

THURSDAY
SEPT 29, 2022
10 AM-2 PM

SEMINARS BEGIN AT 8AM & 9AM BOTH DAYS

Re: ShedBuilder Expo - Proof of Insurance

Dear Exhibitor,

You may have received information in the mail from ShedBuilder Expo requesting proof of liability insurance coverage for your company. The exhibitor packet also included information about minimum coverage limits.

We hope this communication will clear up any questions you may have as to what is needed prior to the move-in date of September 27, 2022.

Please forward a Certificate of Insurance to:

ShedBuilder Expo
c/o Boltres & Company, LLC
P.O. Box 782
Ada, MI 49301
By Fax: (616) 582-6300
By E-mail: info@shedbuilderexpo.com

Please forward proof of insurance no later than July 31, 2022.

At a minimum, the coverage period must include the day of move-in through the two days of the show including move-out, or September 27, 2022 – September 29, 2022.

Minimum Coverage Limits:

- Comprehensive General Liability insurance of \$1 million or more,
- Bodily Injury - \$1 million (each occurrence),
- Property Damage (including malicious mischief, vandalism, riot and commotion) each occurrence - \$100,000, \$1 million (in aggregate),
- Workers Compensation – Statutory amount of \$1 million

The following additional insureds information and the language below must be included on the Certificate of Insurance:

- Certificate Holder: **ShedBuilder Expo, c/o BOLTRES & COMPANY, LLC, P.O. Box 782, Ada, MI 49301**
- **Global Spectrum, L.P., the Greater Richmond Convention Center Authority, and each of their officers, agents, employees, successors and assigns are added as additional insureds as their interests may appear under an agreement for use of the Greater Richmond Convention Center. Coverage provided is primary and non-contributory with any other coverage as required by contract.**

Additional Insureds Defined:

- Boltres & Company, LLC is hosting ShedBuilder Expo and owns the event.
- Global Spectrum, L.P. is a facility and event management company representing the facility owner(s) as the onsite management company for the physical property, learn more at www.spectraexperiences.com. Boltres & Company has contracted with Global Spectrum and the facility owner(s) to rent space at the Greater Richmond Convention Center.

It is a good business practice and peace of mind to purchase liability coverage for your business especially when traveling to a trade show in an unfamiliar location. Seek advice from an insurance professional for more information and to purchase a policy. ShedBuilder Expo requires proof that a basic, general liability policy exists for your business with additional insureds listed above.

If you do not have such a policy, you can purchase an inexpensive short-term policy from K&K Insurance Group, a division of AON Insurance Company (a large insurance holding company). You can select coverage options, apply online and purchase exhibitor insurance with this link.

<https://www.kandkinsurance.com/ConcessionairesExhibitorsVendors/Pages/Concessionaires-Exhibitors-Vendors.aspx>

Or, you can download a PDF version of K&K Insurance Group's application with the same link above. Then print it, fill it out and return to their office by fax, email, or regular mail. Instructions are included. K&K Insurance can be reached by telephone at (800) 328-2317.

Sincerely,

ShedBuilder Expo