

### **Certificate of Insurance Instructions**

## Due Date: March 6, 2019

### **Exhibitor Instructions**

In accordance with the SAPPHIRE NOW and ASUG Annual Conference Exhibitor Rules and Regulations:

- Exhibitors are responsible for supplying a certificate of insurance (COI) as outlined on page 2 covering all staff, exhibit materials, and equipment.
- Exhibitor appointed contractors (EACs) performing any on-site show services within the Orange County Convention Center must also provide a COI.

Exhibitors should forward this document to their insurance company and EACs as a guideline to prepare the COI.

- The insurance coverage must be valid for the duration of install/move-in, show days, and dismantle/move-out.
- A COI must be provided to your exhibit manager by March 6.
- Exhibitors will not be allowed to move in without a COI on file.
- EACs will not be allowed to perform work without a COI on file

#### Information for Insurance Companies

This document includes the necessary show information and policy requirements to prepare a COI for your client. A sample certificate is on page 3.

#### Show Details

SAPPHIRE NOW and ASUG Annual Conference Exhibitor Program SAP Global Marketing, Inc. and Americas' SAP Users' Group Orange County Convention Center 9800 International Drive, Orlando, Florida 32819

Install and Move-in	May 2–6	Sapphire and Onyx exhibitors install/move-in
Install and Move-in	May 3–6	Diamond exhibitors install/move-in
Install and Move-in	May 4–6	Emerald exhibitors install/move-in
Move-in	May 6	Emerald Plus, Ruby, and Pod exhibitors move-in
Show Days	May 7–9	
Dismantle and Move-out	May 9–12	

### Where to Send the COI

Submit the certificate to the appropriate exhibit manager as indicated below. If you are unsure who the manager is, submit to Sandy Lorenz, <u>sandra.lorenz@sap.com</u>.

Sapphire Exhibitors	<b>Onyx</b> Exhibitors	<b>Diamond</b> Exhibitors	Emerald Plus and Ruby Exhibitors	Emerald and Pod Exhibitors	
Ellen Stangroom James Boyle		Sandy Lorenz	Ana Napolitano	Kim Cansler	
Tel: 508.461.7683	Tel: 484.416.3067	Tel: 508.461.7421	Tel: 312.673.5607	Tel: 919.488.4397	
e.stangroom@sap.com	ja.boyle@sap.com	sandra.lorenz@sap.com	ana.napolitano@asug.com	k.cansler@sap.com	

## **Insurance Requirement Notice**

### Requirements

The **required components** of the certificate are outlined below. Check to see that all requirements are met before submitting the certificate to avoid having it returned for missing or incorrect information. A sample certificate is included on page 3.

1. <u>Coverage required (policy dates must be valid for the duration of install/move-in, show days, and dismantle/move-out)</u>

At all times during Exhibitor's use of the function space, Exhibitor shall maintain, with insurance carrier(s) satisfactory to SAP and ASUG and authorized or permitted to do business in the state of Florida, with a current A.M. Best Company rating of at least A- VII, the following insurance:

- 1. Statutory workers' compensation insurance
- 2. Employer's liability insurance with limits of at least one million dollars (\$1,000,000.00) each employee by disease, per accident and disease policy limit
- 3. Commercial general liability insurance with combined single limit of at least two million dollars (\$2,000,000.00) per occurrence including, but not limited to, coverage for bodily injury, death, property damage, products and completed operations, contractual liability, independent contractors, premises/operations; the policy shall include a cross-liability and severability of interest clauses
- 4. Commercial automobile liability insurance with coverage for owned, non-owned, rented and borrowed automobiles with a limit of not less than one million dollars (\$1,000,000.00) per occurrence

All policies required herein shall be amended to include a waiver of subrogation endorsement in favor of SAP Global Marketing, Inc., Americas' SAP Users' Group (ASUG), the Orange County Convention Center (the OCCC), their parent(s) and each of their respective direct or indirect, partners, members, affiliates, principals, directors, officers, stockholders and employees (hereafter "Indemnified Parties"). The commercial general liability and commercial auto liability policies shall be amended to include Indemnified Parties as additional insured. Except for workers' compensation insurance, the required policies shall contain an endorsement noting that Exhibitor's insurance is primary and non-contributory with any insurance carried by the Indemnified Parties. Exhibitors, their brokers or insurance carriers shall provide at least thirty (30) calendar day's prior written notice of cancellation or reduction in policy limits or coverage.

### 2. The Certificate Holder must be noted on the certificate

SAP Global Marketing, Inc. 10 Hudson Yards New York, NY 10001

### 3. The Additional Insured and Waiver of Subrogation clauses must be noted on the certificate

- SAP Global Marketing, Inc., Americas' SAP Users' Group (ASUG), the Orange County Convention Center (OCCC), their parent(s) and each of their respective direct or indirect, partners, members, affiliates, principals, directors, officers, stockholders and employees are included as additional insured with respect to commercial general liability and commercial automobile liability insurance coverage as per the Exhibitor Rules and Regulations.
- Except where prohibited by law, workers' compensation, employer's liability, commercial general liability, commercial
  auto policies are amended to include a waiver of subrogation endorsement in favor of the following parties: SAP Global
  Marketing, Inc., ASUG, the Orange County Convention Center (OCCC), their parent(s) and each of their respective
  direct or indirect, partners, members, affiliates, principals, directors, officers, stockholders and employees as per the
  Exhibitor Rules and Regulations.

Forty-five (45) calendar days prior to Exhibitor's use of function space, Exhibitor shall provide to their Exhibit Manager certificate(s) of insurance evidencing compliance with all aforementioned insurance requirements. In the event other parties (subcontractors, vendors, etc.) are providing goods or services related to Exhibitor's use of the function space, Exhibitor shall require all such parties to procure and maintain, during the period when such goods and services are being provided, insurance coverage in compliance with all aforementioned insurance requirements. None of the requirements contained herein as to types or limits or Exhibit Manager's approval of insurance coverage to be maintained by Exhibitor, or failure to monitor compliance with insurance requirements are intended to, and shall not in any manner, limit, qualify or quantify the liabilities and obligations assumed by Exhibitor under the Agreement or as otherwise provided by law.



# **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

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Mandatory in Nij)       EL. DISEASE - EA EMPLOYEE \$ 1,000,000         IY yes, describe under       EL. DISEASE - EA EMPLOYEE \$ 1,000,000         DESCRIPTION OF OPERATIONS / CONTROL OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)         SAP Global Marketing, Inc., Americas' SAP Users' Group (ASUG), the Orange County Convention Center (OCCC), their parent(s) and each of their respective direct or indirect, partners, members, affiliates, principals, directors, officers, stockholders and employees are included as additional insured with respect to commercial general liability and commercial automobile liability insurance coverage as per the Exhibitor Rules and Regulations. A Waiver of Subrogation is granted in favor of the Indemnified Parties in accordance with the policy provisions. Policies evidenced herein are Primary and Non-Contributory to other insurance available to an Indemnified Party, but only in accordance with the policy's provisions. 30 days prior written notice of cancellation or reduction in policy limits or coverage will be provided to the Indemnified Parties.         CERTIFICATE HOLDER       CANCELLATION         CERTIFICATE HOLDER       CANCELLATION         CERTIFICATE HOLDER       CANCELLATION         ACCORDANCE WITH THE POLICY PROVISIONS.       Not Provisions.         10 Hudson Yards       Authory of the Representative         New York NY 10001 USA       Authorized Representative	В	ANY	YPROPRIETOR/PARTNER/EXECUTIVE				WC123456789			E.L. EACH ACCIDENT \$ 1,000,000	
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