



## CERTIFICATE OF INSURANCE REQUIREMENTS

By contract, event organizers are obliged to provide a Certificate of Insurance for review by the Metropolitan Pier and Exposition Authority (MPEA).

If your organization has not already provided an original Certificate of Insurance to the MPEA Sales department upon contract agreement, please provide it to your Event Manager for review and processing in order to proceed with the event.

Note: The following outlines standard/minimum coverage required by all License holders. However, you are obliged to notify MPEA in writing if your event includes any presentation or product demonstration that includes fireworks, athletic events, animals, etc. Once identified, you will be required to verify in writing that the event insurance is extended to cover such activity including coverage with respect to damage or injury to persons or property and also with respect to injury to the animal or animals to be in attendance at the event.

### Location

- The certificate must reflect that the event is located in McCormick Place.
- If Arie Crown Theatre is being used, this location must also be noted on the certificate.

### Dates of Coverage

- Required insurance should be in effect during all dates specified in License (move-in, operation, and move-out), as well as any extensions that occur.
- If the Arie Crown Theatre is being used during the event, please make sure that those applicable dates are included as well.

### Required Insurance Coverage

- Comprehensive general liability insurance, with limits of liability as follows:
  - \$1 million in respect of injuries to any one person in any one occurrence
  - \$2 million in respect of injuries to more than one person in any one occurrence
  - \$1 million in respect of damage to property
- Workers' Compensation and Occupational Disease insurance in full compliance of all federal and state laws and covering all Licensee's employees.
- Employers Liability Insurance with minimum limits of \$500,000 per accident covering injury or death to any employee outside the scope of Workers' Compensation and Occupational Disease coverage.
- Comprehensive Automobile Insurance covering any owned, not owned and hired self-propelled vehicles of the type for use on and off the McCormick Place complex, including coverage of loading and unloading hazards with limits of liability of \$1 million in respect of injuries and property damage in any one occurrence.

### Additional Insured

- Coverage should specifically designate the Metropolitan Pier and Exposition Authority, its facilities, Agents, Officers, Board Members and employees. Arie Crown Theater is included.
- Coverage should also designate the Chicago Park District, its Agents, Officers, Board Members and employees.