



Exhibitor Insurance Requirements

As an exhibitor at the 2019 MHI Congress & Expo, May 6 – 8, 2019 at the Hyatt Regency in New Orleans, a certificate of insurance must be provided to show management (Manufactured Housing Institute) prior to show move-in.

Please send a certificate of insurance, such as the ACORD form 25-S, including the following information:

1. Insurance Agent/Broker name who issues certificate
2. Names of Companies affording coverage
3. Insured - Exhibitor name – *if certificate does not bear the same name as on the Exhibitor Agreement, please provide accompanying letter stating name as stated on the Exhibitor Agreement*
4. Types of insurance & limits as follows:
 - a. 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.
 - b. Automobile Liability with a limit of not less than \$1,000,000 combined single limit – each accident
 - c. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - d. 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.
 - e. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - f. The Commercial General and Automobile Liability Policies shall name Manufactured Housing Institute (Show Management), National Congress & Expo for Manufactured and Modular Housing (Show), Freeman (Official Service Provider), and Hyatt Regency, New Orleans (Facility) as additional insureds on a primary and non-contributory basis.
5. Policy effective dates must be prior to or coincidental with the first day of Exhibitor Move-In (May 6, 2019) and policy expiration dates must be on or after the last day of Exhibitor Move-Out (May 8, 2019).
6. Form of Coverage: Must be “occurrence” form of coverage.
7. Cancellation clause stating that the issuing company will notify the certificate holder should any of the above policies be cancelled before the expiration date thereof.
8. Certificate Holder:
Manufactured Housing Institute or MHI Congress & Expo
1655 Fort Myer Dr., Suite 200
Arlington, VA 22209
9. Authorized Representative: Must be signed (not stamped) by an authorized representative of insurance Producer.

Deadline for Insurance Certificates is Friday, April 19, 2019.

Please email forms to Kaitlyn Palatucci at kpalatucci@mfghome.org.