

SHOPTALK

March 26-29, 2023 • Mandalay Bay, Las Vegas

Insurance Requirements

Who Is Required to Submit Insurance:

- All exhibiting companies with any booth, startup or meeting space (not including Meetup Tables)
- Meeting room sponsors and affiliates

All insurance certificates must be submitted to your Shoptalk Sponsorship Logistics Contact by February 1, 2023:

Jake McCloskey: Jake@shoptalk.com for all Level 4 and 5 Sponsors

Marieke Bauer: Marieke@shoptalk.com for Sponsors #-K

Ava Kowlakas: Ava@shoptalk.com for Sponsors L-Z

COI Requirements: Per Section [10 of the Exhibitor Rules & Regulations](#), Exhibitor and its independent contractors each agree to obtain and maintain, with insurers rated at least A VII by AM Best: workers' compensation insurance covering Exhibitor's employees if statutorily required including employers liability with limits of at least \$1,000,000, commercial general liability insurance with minimum limits of \$2,000,000 per occurrence incident and \$2,000,000 in the aggregate, and other appropriate insurance during the Event. Such commercial general liability and umbrella/excess insurance shall name Shoptalk Commerce, LLC and Mandalay Corp., Mandalay Bay Resort & Casino, its parent company, subsidiaries and affiliates as additional insureds, and shall be endorsed to require not less than thirty (30) days prior written notice of cancellation or material change to Shoptalk. Upon request by Shoptalk, Exhibitor shall provide certificates of insurance evidencing such coverage and amounts.

Don't Have Insurance? Exhibitor insurance can be purchased [here](#) through Rain Protection for about \$89. The policy will be emailed to you immediately.

Insurance Links:

- [Sample COI](#)
- [Purchase Exhibitor Insurance \(Rain Protection\)](#)
- [EAC Form](#)

Exhibitor Appointed Contractor (EAC): An exhibitor appointed contractor is an outside contractor hired by the exhibitor or sponsor for any services used other than the in-house general contractor that Shoptalk uses (Freeman).

If you use Freeman exclusively for all services related to the installation and dismantle of your booth, the EAC form is not required. If your company plans to utilize the services of any independent contractors other than Freeman, the EAC form must be completed and signed by a representative of the exhibiting company. **All [EAC forms](#) and EAC COIs must be submitted to your Sponsorship Logistics Contact by February 1, 2023.**

EACs will be required to pick up their wristbands onsite at the Shoptalk exhibitor check-in desk located outside of the Exhibit Hall on Level of Mandalay Bay South Convention Center (Bayside) in order to gain access to the Exhibit Hall. EACs may be asked to present a photo ID.

EACs will only be allowed access to the exhibit hall during exhibitor move-in and move-out dates/times. If an EAC needs access to an exhibitor's space at any other time, the exhibitor will need to register the EAC for a Shoptalk event badge. Exhibitors and EACs must abide by all show rules and regulations as outlined in the [Exhibitor Rules & Regulations](#) and Freeman Exhibitor Kit. Exhibitors and EACs must obtain and maintain appropriate insurance coverage as outlined in the [Exhibitor Rules & Regulations](#).