



## Certificate of Insurance (COI) Requirements & Sample

### Minimum coverage limits:

- **General Liability:** \$1,000,000
  - **Damage to Rented Premises:** \$300,000
  - **Automobile Liability:** \$1,000,000 (must cover “Any Auto” or “Hired and Non-Owned Autos”).
  - **Workers’ Compensation:** \$1,000,000
- ✓ The company name on the application must **exactly match** the insured name on the Certificate of Insurance (COI), including all suffixes (Inc., LLC, Corp., DBA, additional business and/or personal names, etc.).
  - ✓ All Exhibitor-Appointed Contractors (EACs) must maintain Automobile Liability insurance, even if they do not own vehicles. This cannot be waived.
  - ✓ The Las Vegas Convention and Visitors Authority (LVCVA) must be listed as the certificate holder and named as an Additional Insured for General and Automobile Liability. The ADDL INSD boxes must be checked, or this must be stated in the “Description of Operations.”
  - ✓ Use the legal name Las Vegas Convention and Visitors Authority (not Las Vegas Convention Center).
  - ✓ The COI must not reference specific events or dates, as the permit is valid for one year.
  - ✓ The submitted COI must match the sample format provided.

A sample Certificate of Insurance (COI) is provided on the following page. The submitted COI must conform to the sample format.

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> INSURANCE BROKER/AGENT	CONTACT NAME: PHONE (A/C, No, Ext): <span style="float: right;">FAX (A/C, No):</span> E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : Carrier A Must have an AM Best Rating of A-VII or Better INSURER B : Carrier A Must have an AM Best Rating of A-VII or Better INSURER C : INSURER D : INSURER E : INSURER F :
<b>INSURED:</b> INSURED NAME (must exactly match company name to include all suffixes such as Inc, LLC, DBA's, other business names, etc.) ADDRESS CITY, STATE, ZIP	NAIC #

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		<b>X</b>				DAMAGE TO RENTED PREMISES (Each occurrence) \$ <b>300,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>1,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>1,000,000</b> \$
<b>B</b>	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Each accident) \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS		<b>X</b>				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (PER ACCIDENT) \$
<b>A</b>	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						\$
<b>B</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT \$ <b>1,000,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>
							E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES:**

Each liability policy shall be endorsed to include the Las Vegas Convention and Visitors Authority, its officers, employees, and volunteers as additional insureds for both general liability and auto. These policies shall be primary, and any other insurance carried shall be excess and non-contributing. (All deductibles and self-insured retentions shall be fully disclosed.)

**CERTIFICATE HOLDER**

**CANCELLATION**

<p><b>LAS VEGAS CONVENTION AND VISITORS AUTHORITY</b>                  3150 PARADISE ROAD                  LAS VEGAS, NV 89109</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE                  Must be signed by person authorized by insurer and licensed by the State of Nevada</p>
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