



## Memorandum

To: Potential SESPTC Exhibitors

From: Craig Leonard

Cc:

Date: 4/2/09

Re: Insurance for vehicles on display

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**\*\*Please note that if your company plans to display a bus or any type of vehicle in the Shreveport Convention Center a Certificate of Insurance must be provided!** Insurance information for your insurance provider is attached. Please review and adhere to this policy or your vehicle will not be allowed into the exhibit hall!

Thank you!

## FLOOR PLANS & ROOM SETS

Floor plans and set-up specifications including all exhibit, meeting, and public areas shall be submitted to your Event Services Coordinator ninety (90) days prior to your event for approval. Prior to the final sale, lease, or assignment of exhibit space, Licensee shall submit five (5) copies of proposed floor plan, (drawn to scale, preferably 1/32"=1 foot), to SCC for approval by SCC and the Shreveport Fire Prevention Division. While these plans do not have to be professionally drawn, they must be neat, legible and complete. Changes in the proposed floor plan will be forwarded to the licensee by SCC, and Lessee must submit a revised floor plan within ten (10) days. Please advise your Event Services Coordinator of the service contractor selected for your exhibits.

The proposed floor plan submitted for approval must include the following:

- Show title, contracted dates, draftsman's company name and address, service contractor name and address.
- Booth configurations drawn to scale, including base dimensions, heights and locations.
- Aisle locations and dimensions (must be a minimum of 8' wide).
- Locations and dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
- Locations of all exits.
- Locations of all permanent and temporary concession and novelty stands.
- Locations of all fire safety devices including extinguisher and alarm stations.
- Locations of all primary entrances.
- Locations and dimensions of all service desks including space allocations for service desks operated by the Center and/or decorator.
- Locations and dimensions of service contractor storage areas or "bone yards".
- Distinction between pipe and drape and hard wall.

A copy of the final approved floor plan is to be displayed in the service contractors' service area or office. The decisions of the Shreveport Fire Prevention Division are final.

**Note:** The facility reserves all areas in a 20' radius of main entrance/exits and concession stands for Food and Beverage use. The concession allowance is negotiable with the Catering Department based on catering needs.

Initial set-up of the standard meeting room equipment is provided at no charge and includes a one-time set up of one (1) podium with microphone, one (1) riser (6' x 8') with skirting, one (1) head table with skirting, one (1) electrical outlet, tables, chairs, directional signage to the leased space, and daily housekeeping. Room reset charges are \$100 per reset for scheduled reset. Unscheduled room resets (within 48 hours of event) are \$200 per reset. Basic room refreshing is performed according to your submitted schedule breaks.

PLEASE  
NOTE

## INSURANCE REQUIREMENTS

All Lessees are required to provide a Certificate of Insurance in the amount of \$1,000,000.00 (One Million Dollars) covering the entire event, including move-in and move-out days. Insurance must be submitted to the SCC thirty (30) days prior to the first event date. The insurance must name Shreveport Convention Center, City of Shreveport and SMG as additionally insured. Name of insured must be the same as Lessee and must carry a 30 day notice of cancellation. Coverage must include bodily injury, death, property damage, and personal injury. Automobile liability may also be required. Insurance will be ordered by SMG/SCC if certificate is not received within two (2) weeks prior to move-in date and LESSEE will be invoiced at the current market rate of \$.55 per person per day or a minimum of \$137.50, whichever is greater. Any premium increase prior to the issuance of the insurance policy will be reflected in the actual cost at the time the policy is issued. For additional details please see Section 2 of the Shreveport Convention Center Lease Agreement Covenants and Conditions found in Section XIV of this document.

# CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER

**YOUR INSURANCE COMPANY  
CONTACT NAME/PHONE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE** NAIC#

INSURED

**YOUR COMPANY NAME & ADDRESS**

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**COVERAGES**

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. AGGREGATE LIMITS SHOWN HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTORS PROT				GENERAL AGGREGATE \$ 1,000,000 PRODUCTS-COMP/OP AGGR \$ 1,000,000 PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE \$ 1,000,000 MED EXP (Any One Person)
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				COMBINED SINGLE LIMIT \$1,000,000 (Each accident) BODILY INJURY (Per person) PROPERTY DAMAGE (Per accident)
<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				STATUTORY E.L. EACH ACCIDENT \$1,000,000 DISEASE POLICY LIMIT \$ DISEASE-EACH EMPLOYEE \$
OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

ADDITIONAL INSURED: CITY OF SHREVEPORT, SHREVEPORT CONVENTION CENTER, SMG, THEIR OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES, EVENT NAME, DATES (MOVE-IN & MOVE-OUT)

CERTIFICATE HOLDER

CITY OF SHREVEPORT  
SHREVEPORT CONVENTION CENTER/SMG  
400 CADD STREET  
SHREVEPORT, LA 71101

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

## INSURANCE INFORMATION FOR YOUR INSURANCE PROVIDER

1. LESSEE shall, at its own expense, secure and deliver to SMG not less than **thirty (30) days prior to the first Event day as contracted** and shall keep in force at all times during the term of this Agreement a comprehensive **general liability insurance policy** in form acceptable to SMG, including public liability and property damage, covering its activities hereunder, in an amount not less than **One Million Dollars (\$1,000,000) for bodily injury and One Million Dollars (\$1,000,000) for property damage, including blanket contractual liability, independent contractors, and products and completed operations.** The foregoing general liability insurance policy shall not contain exclusions from coverage relating to the following participants, legal liability activities or issues related to the Event hereunder: sporting events, high risk events (including, without limitation, rap concerts), performers, volunteers, animals, off-premise activities, and fireworks or other pyrotechnical devices;

2. Comprehensive automotive bodily injury and property damage insurance in form acceptable to SMG for business use covering all vehicles whether operated by LESSEE, its officers, directors, agents and employees in connection with its activities hereunder, including loading and unloading hazards, whether owned by LESSEE, SMG, or otherwise, with a combined single limit of not less than **One Million Dollars (\$1,000,000)** (including an extension of hired and non-owned coverage); and applicable workers compensation insurance for LESSEE's employees, as required by applicable law. If the user's activities involve the sale of alcohol, then liquor liability in the same amount is also required.

3. The following shall apply to the insurance policies described in clauses above: **SMG, the Shreveport Convention Center and the City of Shreveport shall be named as additional insured hereunder.** Each such policy or certificate shall contain a valid provision or endorsement stating, "This policy will not be canceled or materially changed or altered without first giving thirty (30) days' written notice thereof to each of SMG, Risk Management Director, 701 Market Street, 4<sup>th</sup> Floor, Philadelphia, PA, 19106, and City of Shreveport, Risk Management Department, 505 Travis St., Shreveport, LA 71101." If any of the insurance policies covered by the foregoing certificates of insurance will expire prior to or during the time of an Event, LESSEE shall deliver to SMG at least thirty (30) days prior to such expiration a certificate of insurance evidencing the renewal of such policy or policies. **Such policies shall be issued by an insurer having a minimum "A" rating by A.M. Best Company.** The coverage provided under such policies shall be occurrence-based, not claims made. The coverage limits contained on such policies shall be on a per-occurrence basis only. LESSEE hereby acknowledges that the coverage limits contained in any policy, whether such limits are per occurrence or in the aggregate, shall in no way limit the liabilities or obligations of LESSEE under this Agreement, including, without limitation, LESSEE's indemnification obligations below. The terms of all insurance policies referred to in this Section shall preclude subrogation claims against SMG and Owner and their respective officers, directors, employees, and agents. The failure of the LESSEE to provide insurance in accordance with this Section shall result in LESSOR obtaining the required insurance with LESSEE being charged for same at the prevailing rate. Should the LESSEE so desire, SMG may obtain insurance on behalf of the LESSEE at the prevailing rate with all associated costs being paid by the LESSEE.