



INSURANCE CERTIFICATE CHECK LIST

ONTARIO CONVENTION CENTER

2000 E. Convention Center Way, Ontario, CA 91764
 Tel:(909) 937-3069 | Fax:(909) 937-3850
 Email: servicedesk@ontariocc.org | ontariocc.org

The following items must be included when providing *Insurance* to the OCC for the event. MVIP insurance is available through the Ontario Convention Center/ASM Global. Please contact the event manager for details regarding purchasing MVIP insurance.

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| 1. Name and address of the insurance broker issuing the certificate. | <input type="checkbox"/> |
| 2. Insurance company(s): a. Must require a Best's rating of AVIII. b. Companies located outside of the United States must purchase the Center's insurance that is available from the Event Manager. | <input type="checkbox"/> |
| 3. Named of the insured should be the same as the name on the contract. | <input type="checkbox"/> |
| 4. Contracted event dates fall within effective and expiration dates of policy. | <input type="checkbox"/> |
| 5. General Liability Coverage must have at least a \$2,000,000 limit. High-risk events must provide \$4,000,000. (Please refer to the Sample Cert. for all required minimum limits). | <input type="checkbox"/> |
| 6. Description of event and where it is being held including move-in, active event and move-out dates. | <input type="checkbox"/> |
| 7. Check to confirm the following three (3) entities are listed on the required two documents ; the Certificate of Liability Insurance and the Additional Insured Endorsement: a. Ontario Convention Center b. ASM Global / SMG c. City of Ontario Note: The Additional Insured Endorsement document is a requirement and must be provided with the Certificate of Liability Insurance to your event manager. The same general liability policy number must be indicated on both documents. | <input type="checkbox"/> |

Additional Requirements:

All Licensee **sub-contractors** are required to provide a **Certificate of Worker's Compensation Insurance.**

With any food products, distribution, or sampling, a valid **Product Liability Coverage** is required.