

INSURANCE CERTIFICATE CHECK LIST

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

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 \$1,000,000 limit. High-risk events must provide \$2,000,000. (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. 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.