

**OPTION 1# PLEASE EMAIL YOUR OWN COMPANYS  
INSURANCE TO [insurance@mpltd.ca](mailto:insurance@mpltd.ca)**

**REQUIRED EXHIBITOR INSURANCE  
DOCUMENTATION**

**MANDATORY** – Please take care of immediately!

**DEADLINE – March 22, 2024**

The Exhibitor shall insure their own merchandise against fire, theft and all perils. Exhibitors and any associated contractors are required to maintain public liability insurance to a minimum of \$2,000,000.00, listing Master Promotions Ltd. And Global Convention Services as additional insured, for the period covering the show dates plus move-in and move-out dates.

**Note:** If you are using an **Exhibitor Appointed Contractor**, other than the Official Show Contractors, that Contractor will **ALSO** need to meet the required insurance documentation in order to work on the show site. Please refer to the exhibitor manual for their required form.

**There are two (2) ways to arrange the required insurance:**

**OPTION #1: Your own Insurance Company**

You can have your insurance company prepare a certificate of insurance, which must have the following:

- **Master Promotions Ltd. & Global Convention Services Ltd. listed as an additional insured**
- Effective dates must cover show dates plus *Move-in* and *Move-out* dates
- Comprehensive General Liability of \$2,000,000

**OPTION #2: With Brokers Trust Insurance Group Inc.**

Alternatively, **Master Promotions Ltd.** has appointed **Brokers Trust Insurance Group Inc.** as the official insurance contractor for exhibitors and their coverage would satisfy all of the insurance requirements, except vehicles in motion/live demos.

Use the included **application form** or order **online at:** [www.exhibitorinsurance.com](http://www.exhibitorinsurance.com)

(go to **Order Exhibitor Insurance** and choose the applicable show.)

*Event Name: **Edmundston Home & Outdoor Show 2024***

*Event Location: **Centre Jean-Daigle, 85 rue du 15 aout, Edmundston NB E3V 0G4***

*Exact dates of show: **May 3-5, 2024. Plus Move-in & Move-out***

**Note:** Our office must receive your Certificate of Insurance 6 WEEKS prior to the show set-up.

1. **Email:** [insurance@mpltd.ca](mailto:insurance@mpltd.ca) (Insurance Coordinator)
2. **Fax:** 1-506-658-0750
3. **Mail:** Master Promotions Ltd. P.O. Box 565 Saint John N.B. E2L 3Z8

For any questions, please contact the insurance coordinator: [insurance@mpltd.ca](mailto:insurance@mpltd.ca) or 1-888-454-7469.

*Your understanding & compliance with this is appreciated. We thank you in advance for ensuring the well-being of all concerned. Have a prosperous & safe show.*