



18051 - 107 Avenue NW, Edmonton, Alberta, Canada T5S 1K3  
Telephone: 1-800-378-3198 780-489-1991 Fax: 780-444-2152  
valerie.stobbe@landscape-alberta.com www.greenindustryshow.com

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## **IMPORTANT NOTICE TO EXHIBITORS**

### **LIABILITY INSURANCE**

**All trade show exhibitors are required to provide proof of general liability insurance in order to exhibit at the 2017 Green Industry Show & Conference (GISC).**

Contact your insurance broker/agent today to obtain a current *Certificate of Insurance* naming Landscape Alberta as an additional insured.

- You insurance broker/agent may use the form on the reverse or supply their own.
- Certificate must be provided to show management no later than **October 13, 2017**. (Certificate may be faxed, mailed or emailed.)
- Certificate must cover the dates of November 15 - 17, 2017. (If purchasing 'event insurance' ensure the coverage for Friday, November 17, 2017 does not expire until midnight.)

**Please remember, a valid *Certificate of Insurance* naming Landscape Alberta as an additional insured is required in order for an exhibitor to set up their booth.**

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### **EXHIBITOR ALERTS: ADVERTISING, ATTENDEE LISTS, HOTEL SOLICITATIONS**

1. The Expo Guide / ExpoFairs / FairGuide.com / Construct Data Verlag, etc., targets companies through the use of legitimate exhibition guides. The guides target companies by offering a "free company listing" that once a company agrees, binds them to a three year agreement with the guides. These companies are in no way affiliated with Landscape Alberta or the Green Industry Show & Conference, nor have they been given permission to contact you.

**The Green Industry Show & Conference produces their own show guide that includes a listing of all participating exhibitors and is published in the November/ December issue of the *Green for Life* magazine. Your listing is included in your booth fee and does not required an additional payment.**

2. Recently emails from the [@emarketdata.space](mailto:@emarketdata.space) email alias, with the subject "RE: GISC 2017-Attendee List" have been received by current and former Green Industry Show & Conference exhibitors claiming to offer mailing lists and list appending services. The email cites the Green Industry Show & Conference by name, but please be informed that @emarketdata.space is in NO WAY affiliated with Landscape Alberta or the Green Industry Show & Conference, nor have they been given permission to contact you.

3. There are companies (Exhibition Housing Services, Global Housing, Global Travel, Conference Bank, etc...) who have been contacting our exhibitors to "assist" with hotel reservations. They may claim they can get better rates, that rooms are limited, or use other sales pitch methods. They are NOT affiliated with the Green Industry Show & Conference in any way, nor have we given permission for them to contact you.

GISC exhibitors have always been responsible for making their own hotel reservations.

**If you have any questions please contact me directly:  
Valerie Stobbe, Green Industry Show Coordinator at 780-489-1991 ext: 103 or 1-800-378-3198**

EMAIL: [valerie.stobbe@landscape-alberta.com](mailto:valerie.stobbe@landscape-alberta.com)  
or FAX TO: 1-780-444-2152

# Certificate of Insurance

*This is to certify that the Insured, named below, is insured as described.*

**This form, or your insurance broker's form, must be completed and signed by your insurer or insurance broker.**

**Note:** 1. Proof of liability insurance will be accepted on this form or one generated by your insurer (with no amendments)  
2. Insurance company must be licensed to operate in Canada

Named Insured	Telephone (including area code) ( )
	Fax ( )
Insured address (Street name, city, province and postal code)	

Type of insurance	Insurance company (full legal name)	Policy number	Effective date Year Month Day	Expiry date Year Month Day	Limits of liability (bodily injury & property damage inclusive)
Commercial General Liability					\$
<input type="checkbox"/> Umbrella <input type="checkbox"/> Excess					\$

Commercial General Liability: Occurrence Basis, Including Personal injury, Property Damage, Broad Form Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest clause.

Landscape Alberta who own and operate the Green Industry Show & Conference (GISC) have been added as an additional Insured but only with respect to their interest in the operations of the Named Insured.

Type of insurance	Insurance company (full legal name)	Policy number	Effective date Year Month Day	Expiry date Year Month Day	Limits of liability (bodily injury & property damage inclusive)
Motor Vehicle Liability					\$

**Motor Vehicle Liability — must cover all vehicles owned, operated by, or on behalf of the insured.**

This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time.

If cancelled or changed in any manner that would affect Landscape Alberta and the Green Industry Show & Conference (GISC) or other scheduled additional Insured for any reason so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

**Landscape Alberta**  
**18051 - 107 Avenue NW**  
**Edmonton, AB T5S 1K3**  
Fax: (780) 444-2152  
Email: [valerie.stobbe@landscape-alberta.com](mailto:valerie.stobbe@landscape-alberta.com)

*Event Location:*  
*BMO Centre at Stampede Park*  
*20 Roundup Way SE*  
*Calgary, AB T2G 2W1*

This certificate is executed and issued to the aforesaid Landscape Alberta the day and date herein written below.

Named of insurance company or broker (completing form)		Telephone (including area code) ( )
Address		Fax with area code ( )
Name of authorized representative or official ( <b>Please print</b> )	Signature of authorized representative or official	Date (year, month, day)