



Certificate of Liability Insurance (COI) Instructions

All contractors, vendors or service providers coming on to Baltimore Convention Center (BCC) premises to do work or provide services are required to have insurance. Insurance is necessary to cover any claims or losses for which the contractor/vendor may be responsible for. Exhibitors should request a Certificate of Insurance prior to the beginning of work and/or the start of a contract. A Certificate of Insurance is a standard form issued by the insurance company evidencing the insurance information (including policy limits and types of insurance) of its policyholder.

NOTE: Exhibitors ***MUST*** carry liability insurance for their individual booths with the Certificate Holder named as additionally insured to be:

**Baltimore Convention Center
1 W. Pratt St.
Baltimore, MD 21201**

AND

**GAMA: The Tabletop Game Association
258 E. Campus View Blvd.
Columbus, OH 43235**

Please submit your COI insurance through the exhibitor portal.

The following minimum insurance standards shall apply to all vendors performing, selling, or distributing products and services at GAMA Expo. If a product or service, in the opinion of Risk Management and Insurance, represents an unusual or exceptional risk, additional insurance for that product or service may be required.

- Commercial General Liability Insurance: Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, Product Liability and Completed Operations Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate.
- Workers' Compensation: Statutory limits are required.
- Employers Liability Coverage: \$500,000.
- Automobile Liability: For vendors who will drive on KICC property, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.

Other Insurance Coverage That May Be Required:

- Umbrella or Excess Liability Coverage: Not less than \$5,000,000 per occurrence and in the aggregate. This coverage typically sits above the underlying General Liability, Automobile Liability and Professional Liability policies. Depending on the scope and work to be performed in the proposed agreement, this policy may be required for the vendor to be able to meet the minimum insurance requirements.