

BPS 2025: INSURANCE REQUIREMENTS, PURCHASE INSURANCE, & EAC INFORMATION

EXHIBITOR INSURANCE REQUIREMENTS

Comprehensive General Liability Insurance – Broad Form Comprehensive General Liability Insurance (including bodily injury/property damage, products, and completed operations, personal injury and contractual liability) coverage with limits not less than \$5M Aggregate, \$1M Per Occurrence, and \$1M Hired/Non-Owned Auto Liability.

CERTIFICATE OF INSURANCE REQUIREMENTS

Each exhibitor **MUST** provide a Certificate of Insurance evidencing the above by **January 31, 2025**.

If you have any questions, you may contact Jana Warner, Client Service Manager, with Gallagher at jana_warner@ajg.com or 301-917-6553. **Please inform Jana that you are calling about the BPS 2025 Annual Meeting.*

Certificate of Insurance Holder:

Biophysical Society
5515 Security Lane, Suite 1110
Rockville, MD 20852

Coverage dates:

February 14-18, 2025 (includes installation, exhibition, and dismantling dates)

Include the following language in the description section:

Biophysical Society 69th Annual Meeting

Additional Insured: AEG MANAGEMENT LACC, LLC, the City of Los Angeles, their respective affiliates, licenses, lenders, and contractors, as well as each of their respective officers, directors, partners, members, shareholders, employees, agents, representatives, successors and assigns, hereinafter the “indemnitees,” the Biophysical Society, its employees and agents.

PURCHASE CERTIFICATE OF INSURANCE

You may secure the required insurance coverage through Gallagher (BPS’ approved online exhibitor insurance program). The Gallagher premium of **\$75** will meet all required coverage for the dates of the show from move-in to move-out and includes the required additional insured.

Exhibitors in the US can purchase insurance [here](#). If you are outside the US, there is a button within the [application](#) that will allow you to choose your country.

DUE DATE

The deadline for Exhibitor Certificates of Insurance is **January 31, 2025**.

EXHIBITOR APPOINTED CONTRACTOR (EAC) & INSTALLATION & DISMANTLING VENDORS

Exhibitors who plan to use the services of anyone other than the official decorator (Freeman Co) **MUST** notify BPS on or before **January 31, 2025**, in writing.

- Exhibitors may employ professional contractors to perform work at the exhibitor's booth space.
- Exhibitor must complete an [EAC/I&D Form](#) and inform their vendor of BPS' Rules & Regulations (see booth contract).
- All outside installation and dismantling contractors/individuals hired directly by exhibitors must provide Freeman Co and BPS Exhibit Management with a valid Certificate of Insurance. **See Certificate of Insurance Requirements above.*
- It is the exhibitor's responsibility to abide by all BPS Rules & Regulations, The Los Angeles Convention Center, and the Freeman Exhibitor Service Kit.
- Examples of EAC's include private security, photographers, decorators, etc.
- The BPS assumes no liability for any work performed by the outside contractors.

A Certificate of Insurance for your outside vendor must accompany an [EAC/I&AD Form](#). If your EAC or insurance broker are providing the required evidence of coverage, please have them forward the certificate to exhibits@biophysics.org.

DUE DATE

The deadline to submit an [EAC/I&D Form](#) and Insurance is **January 31, 2025**.