

Certificate of Insurance Guidelines

Please submit your Certificate of Insurance upon receipt of this reminder. Exhibitor badges will not be distributed to your company nor will you be allowed to set-up your booth without a current Certificate of Insurance on file with Virgo.

Required Certificate Details*

Certificate of Insurance must identify Virgo Publishing LLC as Certificate Holder and additional insured as follows:

Virgo Publishing LLC
3300 N. Central Ave., Suite 300
Phoenix, AZ 85012

*Required minimum coverage: \$1,000,000 general liability.

Submitting the Certificate of Insurance

Please submit your company's Certificate of Insurance to:

Virgo Publishing LLC
Attn: Mike Palmer
P.O. Box 40079
Phoenix, AZ 85067-0079
+1 602 427 0461 fax

Troubleshooting Challenges with Insurance Certificates

Your company must have the required minimum of \$1,000,000 general liability coverage. Insurance may be purchased on a show-by-show basis through K&K Insurance Group (please refer to K&K insurance enrollment forms provided in your Exhibitor Kit).

If you have any questions regarding your company's Certificate of Insurance please contact:

Mike Palmer
Trade Show Staff Accountant
Ph: +1 480 990 1101, ext. 1127
mpalmer@vpico.com