



Dear Exhibitor:

We thank you for registering for the Pennsylvania Timber Show. We look forward to your visit in June. We are requesting that you work closely with your insurance carrier in order to meet all insurance requirements of The Pennsylvania State University. Our risk management office has reviewed and updated the required elements of the Certificate of Insurance Forms for Timber Show exhibitors. We hope to provide you assistance by outlining some of those **requirements that must be met on your insurance certificate, in order to finalize your Timber registration.**

- ***Company Name*** -must match the name on the Timber Show Contract
This name should appear in the “**Insured**” section or under the “**Companies Affording Coverage**” section of your insurance policy.
- ***Coverage Required - Commercial General Liability, and Worker’s Compensation and Employer’s Liability*** is required. **General Liability** must have an amount listed under “**Each Occurrence**”. A policy number and the effective/expiration dates must be listed. **Automobile Liability** is required, especially if part of your exhibit. If you are not required by law to carry the **Worker’s Compensation and Employer’s Liability** we must have this in writing.
- ***Policy Effective and Expiration Dates*** -must encompass the program dates of June 7-8 2013, or attach a statement to when you will resubmit your renewed insurance certificate, should it expire prior to this date.
- ***The Statement: “The Certificate Holder is an Additional Insured”*** -must be listed in the “**Description of Operations**” section or otherwise noted on the certificate.
- ***Certificate Holder Section*** must list the following name and the address:
The Pennsylvania State University
c/o 2013 Timber Show
318 C Tyson Building
University Park, PA 16802

As stated in the Exhibitor Contract: “All exhibitors must provide a Certificate of Insurance showing proof of existing policies which cover general liability, automobile liability, worker’s compensation and employer’s liability. The Pennsylvania State University must be shown as an Additional Insured under the general liability insurance”

Acceptable Certificate of Insurance Forms must be received no later than May 3, 2013. If you have any questions pertaining to this information, please reference the 2013 PA Timber Show contract, or contact our office at 814-863-2873. Thanks for your attention!