



## INSURANCE REQUIREMENTS

**All exhibiting companies must provide NRPA with proof of insurance by submitting a current certificate of insurance, no later than Friday, July 11.**

### **MINIMUM INSURANCE COVERAGE:**

Exhibitors shall carry adequate insurance for Commercial General Liability, including damage to rented premises, products/completed operations and Contractual Liability for obligations assumed under the agreement, and liability arising out of the operation of subcontractors for claims arising from Exhibitor's participation in the NRPA Annual Conference, including but not limited to (i) worker's compensation in amounts of \$500,000 each accident bodily injury, and \$500,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit (ii) commercial general liability insurance in such amounts as are adequate, but in no event less than one million dollars (\$1,000,000) per person, (\$3,000,000) per occurrence, aggregate for both bodily injury and property damage and (iii) comprehensive automobile Liability coverage, including (as applicable) owned, non-owned and hired vehicles, in an amount not less than \$1,000,000 per occurrence, combined single limit.

Exhibitors must furnish NRPA with a Certificate of Insurance verifying such coverage. The certificate must be listed as the Exhibitor's booth number in the description. the Orange County Board of County Commissioners doing business as Orange County Convention Center (OCCC), P.O. Box 691509, Orlando, FL, 32869 shall be named as an additional insured with the respect to liability insurance policies, to the full limits, arising out of the use and/or occupancy of the OCCC property.

Further, the Exhibitor shall not do any act or do anything in the OCCC which might violate any insurance policy held by the NRPA, the Operator, or any other party regarding the venue.

If you have not secured your certificate of insurance, NRPA has an option available for exhibitors to acquire this coverage at significant savings by purchasing as part of a group through The Baldwin Group. Please click the link below, complete a short questionnaire and you will obtain coverage for \$65 plus tax (credit cards only).

**Event Name: NRPA Annual Conference**

**Event Dates (includes move-in and move-out dates): 9/14/2025 – 9/18/2025**

**[The Baldwin Group Exhibitor Application Link](#)**

**IMPORTANT: An Exhibitor must submit adequate proof of insurance prior to setting up a booth. No exceptions. If you do not have workers' compensation and/or automotive, you must sign this [waiver](#). You are required to provide the liability portion through your business or the provider noted above.**

Please submit certificates via email to [exhibits@nrpa.org](mailto:exhibits@nrpa.org) and include in the subject "Exhibitor Name, Booth Number, COI"  
Questions regarding insurance requirements please contact Melissa Hunter [mhunter@nrpa.org](mailto:mhunter@nrpa.org).