

## Insurance/Commercial General Liability

**Requirements:** Licensee shall secure and maintain Commercial General Liability Insurance through the term of the License Agreement with the Greater Columbus Convention Center, including move-in and move-out days. *The Commercial General Liability Insurance shall have limits not less than one million dollars each occurrence combined single limit for bodily injury and property damage, including coverage for personal injury, contractual and operation of mobile equipment and products liability (if applicable).*

As stated in the License Agreement, Commercial General Liability and Automobile Liability insurance policies shall name as additional insured parties:

- SMG
- Franklin County Convention Facilities Authority and their respective members, officers, directors, agents and employees

**Deadline to provide proof of insurance:** Copies of additional insured endorsements, primary coverage endorsements and, if requested, complete copies of policies satisfactory to the operator shall be provided for the operator at least 30 days before the first contracted day of the event. Certified copies of the Certificate of Insurance, or Policies, shall provide that they may not be canceled without 30 days' advance written notice to the operator. *SMG insurance will automatically be purchased for your event at a rate of \$0.56 per person, per day if we have not received your proof of insurance, and it is 14 days or fewer until your first date of facility occupancy.*

**Short-term Bookings:** Any booking requested 14 days or fewer from the first date of move-in/occupancy will be required to provide a certificate of insurance or request SMG's optional insurance prior to being issued a License Agreement.

**SMG Insurance Policy:** As a convenience and courtesy to Licensees of the Greater Columbus Convention Center, SMG can arrange for your Commercial General Liability Insurance. *This must be requested at least 14 days before your event start/move-in date.*

Commercial General Liability Insurance is available to provide protection against negligent acts for which you or your organization may be held responsible, including property damage or bodily injury. This policy provided basic liability protection for the premises of the Greater Columbus Convention Center and the operations you conduct while on the premises. The premium paid by you protects you from any claims occurring during your event, including move-in and move-out days. This insurance is based on an Occurrence Basis, which means a claim can be submitted after you have vacated the premises and long after your event has been held. Standard Liability exclusions do apply. The policy provides the following insurance limits:

- \$ 1,000,000: Per Occurrence Limit. This is the limit that applies to all parties seeking recovery for a single occurrence at your event.
- \$ 1,000,000: Products/Completed Operations Limit.
- \$ 1,000,000: Policy Aggregate Limit

The Commercial General Liability Insurance coverage offered by SMG is organized by our broker, Marsh USA. The policy is written through National Liability & Fire Insurance Company who holds and A.M. Best Guide Rating of an XV, reflecting a financially stable and strong insurer able to meet claims obligations. We hope this offer alleviates the need for you to find separate insurance policies.

Please note that as the tenant and user of the Greater Columbus Convention Center, you are the Named Insured on the policy. A Certificate of Insurance will be issued upon your request, and the cost for this coverage will appear on your final settlement statement. *The cost of this program is \$0.56 per person, and is based upon the number in overall attendance, or a minimum charge of \$100.00.*

**PLEASE EMAIL OR MAIL CERTIFICATE OF INSURANCE TO:**

Greater Columbus Convention Center Attn:

Booking / Sales Coordinator

400 North High Street

Columbus, Ohio 43215

[sales@columbusconventions.com](mailto:sales@columbusconventions.com)