



CERTIFICATE OF INSURANCE (COI) REQUIREMENTS FOR ALL COMPANIES EXHIBITING IN CAA'S APRIL 7, 2020 TRADE SHOW

ALL companies that exhibit in the Chicagoland Apartment Association (CAA) trade show must email Leida Perkins at CAA (leida@caapts.org) a copy of a Certificate of Insurance (COI) **that meets the following requirements by Friday, March 27th**:

- The expiration date of the certification must be on or after Tuesday, April 7th
- The name of the certificate holder must be Chicagoland Apartment Association (CAA)
- BOTH Chicagoland Apartment Association (CAA) AND Drury Lane Theatre & Conference Center must be listed as "Additional Insured's"
- The following (recommended coverage):
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Aggregate General Liability
 - \$1,000,000 Umbrella (if the exhibiting company has it)

A sample certificate is available via the "Documents & Links" button located at the upper right corner of the digital floor plan available at www.caatradeshow.com.

The image shows a sample ACORD Certificate of Liability Insurance form. The form is titled "CERTIFICATE OF LIABILITY INSURANCE" and includes the following sections:

- INSURANCE INFORMATION:** Includes the name of the insurer (CNA), the policy number (04002019), and the policy effective date (04/01/2020).
- COVERAGE:** Lists various types of coverage such as Commercial General Liability, Automobile Liability, and Umbrella Liability, along with their respective limits.
- CERTIFICATE HOLDER:** Lists the insured parties, including Chicagoland Apartment Association (CAA) and Drury Lane Theatre & Conference Center.
- CANCELLATION:** Provides information on how to cancel the policy.

