



INSURANCE AND LIABILITY

All exhibitors must submit proof of:

* a minimum of **\$1,000,000 general liability insurance** and

* at least **\$500,000 Workers' Compensation insurance** (if your company is required by law to carry it).

Permission to participate in the "Home & Garden Expo of Oklahoma" as an exhibitor is given on the express understanding that Cox Radio, Inc. and Tulsa Public Facilities Authority, its employees, agents and volunteers do not accept responsibility for any damage, loss or theft to property that belongs to the exhibitor.

If you do not have this coverage in place, Cox Radio, Inc. has made arrangements so that all of our exhibitors can instantly acquire applicable coverage that covers you for the entire week of the show for just \$84 from Rain Protection Insurance. You can email the show producer for the link to access this information.

Prior to set-up, every exhibitor is required to submit proof of insurance. Insurance should be general liability insurance of a minimum of \$1,000,000.00 and name:

- **Cox Radio, Inc., 2625 S. Memorial Dr., Tulsa, OK 74129** and
- **Tulsa Public Facilities Authority, 4145 E. 21st St., Tulsa, OK 74112** as additional insureds or certificate holders.

We must be in possession of both Cox Radio Inc and Tulsa Public Facilities Authority certificates. If this proof of insurance is not received prior to your assigned move-in date, you will NOT be allowed in the building to set up your display. NO EXCEPTIONS!

Your insurance certificate(s) may be:

- 1) Emailed to Lisa.Burkman@Coxinc.com
- 2) Faxed to (918) 493-5357 or
- 3) Mailed to: **(must arrive before 7/13/18)**
Cox Media Group
Attn: Lisa Burkman
2625 S. Memorial Dr.
Tulsa, OK 74129

**FEEL FREE TO FORWARD THIS INFORMATION ON TO
YOUR INSURANCE AGENT TO HELP SPEED THE
PROCESS ALONG.**