



## EXHIBITOR INSURANCE REQUIREMENTS

June 17-19, 2026 – Hilton New Orleans Riverside – 2 Poydras Street, New Orleans, LA

The following insurance is required of the Exhibitor:

- (1) Comprehensive General Liability Insurance (Broad Form) or Commercial General Liability Insurance including Personal Injury Liability, Independent Contractor's Liability, and Contractual Liability, covering, but not limited to, all costs, expenses, and reasonable attorney's fees for Hilton New Orleans Riverside and/or the Authority in the event either or both are made a party to litigation relating to this Agreement unless it is judicially determined that either or both were the sole source for damages, with limit of liability for bodily injury and property damage of not less than \$1,000,000 combined single limit.
- (2) Workers' Compensation and Employers' Liability Insurance shall be provided with Louisiana Statutory Limits as will protect the Authority and Hilton New Orleans Riverside from claims under the Louisiana Workers' Compensation Act, and (whenever applicable) the Federal Longshore and Harbor Workers' Compensation Act. The limit of liability under the Employers' Liability Section of the Worker's Compensation Insurance Policy(ies) required hereunder shall be in the amount of: \$100,000 each accident; Bodily Injury by disease - \$500,000 policy limits; Bodily Injury by disease - \$100,000 each employee. Whenever applicable, protection shall be provided for liability under the Jones Act, in the amount of \$1,000,000.
- (3) Comprehensive Motor Vehicle Liability Insurance shall be provided with the limits of not less than \$500,000 for all injuries and/or deaths resulting from any one occurrence. Such insurance shall include coverage for loading and unloading hazards.
- (4) Fire Legal Liability in the amount of \$100,000 is required. All coverages shall be issued by an insurance company duly authorized to conduct business in the State of Louisiana and with A.M. Best rating of A:VII or better.

### INSURANCE REQUIREMENTS

All exhibitors **MUST** supply Certificate of Liability Insurance by June 1, 2026.  
Certificates can be emailed to Lisa Ness (contact info at bottom of form).

#### **All General Liability Certificates **MUST** include:**

NAME and ADDRESS of INSURED:  
ReMA Gulf Coast Region  
6565 N. MacArthur Blvd, Suite 800  
Irving, TX75019

#### ADDITIONAL INSURED:

- 1) ReMA Gulf Coast Region (address above)
- 2) Hilton New Orleans Riverside (address at top of form)
- 3) Meetings by Design, LLC – Parkton, NC 28371
- 4) Levy Exposition Services – Seattle, WA 98168

### DISMANTLE AND MOVE-OUT INFORMATION

As a courtesy to those attending ReMA Gulf Coast Region Summer Convention & Expo and to fellow exhibitors, NO displays may be dismantled prior to the official closing of the expo at 6:30pm, Thursday, June 18. Such activity will be considered a violation of the ReMA Exhibition Rules and penalties will apply.

In addition, ALL exhibitor materials must be REMOVED from the exhibit facility by 11:00pm on Thursday, June 18. Penalties may apply directly to the exhibitor by the hotel AND the decorator for those who have not moved out by the deadline.

**QUESTIONS?** Contact Lisa Ness – Ph: 910-988-9888; Email: MeetingsByDesign1@gmail.com