

# ILTA 2021 Certificate of Insurance Instructions

The Certificate of Insurance (COI) submitted to ILTA must be current. This means that the commercial general liability and the workers' compensation policies listed on the Certificate of Insurance that is provided to ILTA **MUST NOT EXPIRE** before the final date of the event.

## INSURED

The information listed in the INSURED area of the COI must contain the company name (as it is known to ILTA) and its complete mailing address.

### ILLUSTRATIVE EXAMPLE:

Exhibiting Company Name  
123 Main Street  
Washington, DC 20019

## DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, EXCLUSIONS & SPECIAL PROVISIONS

The DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, EXCLUSIONS & SPECIAL PROVISIONS area of the COI must list all of the following information in order to fully comply with the trade show's insurance requirements.

- Event Dates: October 4-6, 2021 (The initial date listed on the COI must be October 4 to ensure coverage of the booth setup/installation process.
- **Additional Insured Statement:** **ILLUSTRATIVE EXAMPLE:** The certificate holder, International Liquid Terminals Association (ILTA), Houston First Corporation and the City of Houston are included as Additional Insureds on all policies except Workers' Compensation and Employers' Liability.
- **Waiver of Subrogation/or Waiver of the Right of Recovery Against Others Statement:**  
**ILLUSTRATIVE EXAMPLE:** A waiver of subrogation is applicable regarding general liability and workers' compensation as required by written contract and where permitted by law.

## CERTIFICATE HOLDER

Finally, ILTA must be listed on the COI as the certificate holder. The information to be included in the CERTIFICATE HOLDER area of the COI follows:

International Liquid Terminals Association (ILTA)  
1005 North Glebe Road, Suite 600  
Arlington, Virginia 22201

**No waivers will  
be granted.**

**An original Certificate of Insurance,  
including workers' compensation, is due to ILTA  
no later than Wednesday, September 1, 2021**

**Email COI to [iltaconference@ilta.org](mailto:iltaconference@ilta.org).**

International Liquid Terminals Association  
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