



HOW, WHERE & WHEN to submit your completed 2010 Certificate of Event Liability Insurance

- To: 1) **EXHIBITORS @ 2010 TCC Deer & Turkey Expos**
2) **Your Insurance Agents**

This certificate-verification program is timely and easy to carry out. Remember, **this is event insurance** covering your exhibit space at each expo. **It is NOT the same as your product liability insurance**; the two insurances are totally different.

HOW TO SUBMIT CERTIFICATE

• Have your insurance agent send the completed certificate naming TCC as additional insured to Shoff Darby Companies (our insurance agent).

Do NOT send the certificate to Target Communications!

WHERE TO SEND CERTIFICATE

**Shoff Darby Companies
Attn: Allison Steeves
100 Technology Ave, Suite 200
Trumbull, CT 06611**

Phone: 203-445-2123

FAX: 203-268-0687

E-Mail: steeves@shoffdarby.com

WHEN TO SEND CERTIFICATE

• Any time prior to 5:00 p.m. EASTERN TIME, the Wednesday prior to each expo.

**The earlier you pay in full,
the sooner you may qualify
for a refund and receive it.**

CERTIFICATE APPROVAL / REJECTION

Insurance certificate approval/rejection will come from Shoff Darby Companies. If there is a problem, a Shoff Darby representative will contact your insurance agent. Call Shoff Darby if you or your insurance agent have questions.

3 STEPS to a REFUND

- 1) Target Communications receives payment in full for your exhibit space/event insurance.
- 2) Your insurance certificate is approved by Shoff Darby Companies.
- 3) Shoff Darby Companies issues a refund and sends directly to you.

No refunds will be made at expos. TCC makes no refunds.

INSURANCE COVERAGE WITHOUT CERTIFICATE:

If your insurance agent cannot provide an approved Certificate, you will be insured through the event insurance that is included with your booth fee.

THREE IMPORTANT DETAILS

1) A Liability Insurance **SAMPLE FORM** (with detailed instructions for completion) is on the **Back Side of this sheet.**

2) A **CERTIFICATE FORM FOR YOUR INSURANCE AGENT'S USE** can be downloaded from our web-site (www.deerinfo.com). To make certificate completion easier, some of the required information is in place.

Or your agent can use his/her own certificate form. If this is the case, **PLEASE** be sure the necessary information is **COMPLETE, CORRECT** and **CURRENT**.

3) Send the completed certificate to Shoff Darby, our insurance company. **DO NOT** send it to TCC.

