

General

INSURANCE

The La Crosse Center requires that a liability insurance policy be in place for events that take place within the building. The insurance needs to name the La Crosse Center and the City of La Crosse as additional insured parties. The policy must provide public liability coverage in the amount of \$500,000 and a copy of the binder must be submitted to the Center no later than 21 days prior to the event. The policy must also provide \$5,000 of medical payment coverage.

The exact requirements from the La Crosse Center contract are as follows: The LESSEE agrees to obtain, at its own cost and expense, public liability insurance in the sum of not less than **\$1,000,000.00** for each person injured or killed and not less than **\$500,000.00** for the injury or death of two (2) or more persons in any one occurrence, and a medical pay policy in the amount of not less than **\$10,000.00** for the injury of each person in any one occurrence, and property damage insurance in the sum of not less than **\$500,000.00** each occurrence. LESSEE shall furnish CENTER with a copy of said policy or a certificate that a policy of insurance has been issued no later than 21 days prior to event, and the City of La Crosse shall be named as an additional insured thereunder. LESSEE shall also furnish CENTER with an Additional Insured Endorsement naming the City of La Crosse as an additional insured thereunder.

If insurance cannot be established as a rider on an existing policy, the La Crosse Center may be able to provide coverage for your event for a nominal fee. Please contact:

Kris Salzwedel
Operation/Sales Manager
P: 608.792.5250
E: ksalzwedel@lacrossecenter.com

SHIPPING INFORMATION

The Exhibitor permits the La Crosse Center to handle the unloading/reloading, delivery to the booth, and processing of freight shipments made to the exposition as described on the bill of lading. All shipments must be prepaid. Please advise all persons in charge of your exhibits how and when shipments were made. This will help in tracing missing or delayed shipments. Address all inquiries to La Crosse Center, 300 Harborview Plaza, La Crosse, WI 54601 or call 608.789.7400.

The La Crosse Center will not receive freight prior to one week of the official set-up day. Shipments arriving early will be refused or diverted to a warehouse in which case there will be a charge for warehousing plus an additional delivery charge by the trucking company.

Bills of Lading Shipments must be prepaid and should be on a straight bill of lading. Address carefully to indicate number of pieces and weight. If there are heavy items which require special handling or care, please forward detailed handling instructions in advance to the La Crosse Center.

<p style="text-align: center;">Direct Shipping To: (Name of Exhibitor & Booth Number) For: (Name of Convention) Address: La Crosse Center 300 Harborview Plaza La Crosse, WI 54601</p>
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Outgoing shipments Outgoing shipments must be prepaid and arrangements for pickup must be made by the exhibitor.