



401 Second Street NW
Albuquerque, NM 87102

SPECIFICATIONS OF INSURANCE COVERAGE & CERTIFICATE OF INSURANCE

Please refer to your contract for detailed insurance requirements. This summary is for your convenience and does not take precedence over the contract.

In summary, the requirement per your license agreement is for a commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$1,000,000	Per Occurrence
\$1,000,000	Policy Aggregate
\$1,000,000	Products Liability/Completed Operations
\$1,000,000	Personal and Advertising Injury
\$ 50,000	Fire Legal
\$ 5,000	Medical Payments

Additional insurance coverage, such as vehicle insurance, may be required depending on building usage. Please refer to your contract for full insurance details.

The Certificate of Insurance shall name the City of Albuquerque and SMG, its officers, agents and employees as additional insureds.

OBTAINING INSURANCE COVERAGE & CERTIFICATE OF INSURANCE

If you have the required general liability insurance coverage, request a certificate of insurance from your insurance agent. To make certain that the certificate of insurance meets the required specifications please send this sheet to your insurance agent.

If you do not have the required general liability coverage you will need to purchase the insurance. The insurance can be purchased from any A VIII rated insurance provider or from the Master Venue Insurance Program (MVP) through SMG. MVP insurance is provided by a qualified insurance provider that has contracted with SMG to issue coverage to our clients at a discounted rate.

To purchase insurance under our MVP contract rate please complete the attached form and return, with payment, to SMG at the above address.

The certificate or the MVP application, with payment, is due 30 days prior to your event.

The certificate should be mailed to the above address or fax to (505) 768-3825.

MASTER VENUE INSURANCE PROGRAM (MVP) – REQUEST FORM

FAX TO: (505) 768-3825 MAIL TO: SMG - Albuquerque Convention Center
401 Second Street NW, Suite A
ATTN: Evangelyn Gonzales Albuquerque, NM 87102
(505) 768-3863

FACILITY: ALBUQUERQUE CONVENTION CENTER

FULL NAME OF INSURED: _____

ADDRESS: _____

TYPE OF EVENT (please provide detail, i.e. wedding reception and dance; banquet and dance)

DATE OF EVENT: _____ ESTIMATED ATTENDANCE: _____

RATE SCHEDULE

<u>Cost</u>	<u>Limit</u>	<u>Cost per Person per Day</u>	<u>Minimum</u>
Hazard I	\$1,000,000	\$0.50*	\$80*
Hazard II	\$1,000,000	\$0.63*	\$100*

PLEASE ENCLOSE PAYMENT FOR COVERAGE SELECTED

*rates are subject to change without prior notice



Private Management for Public Facilities