

## REQUESTING A CERTIFICATE OF INSURANCE

When contacting your insurance carrier to request a certificate of insurance, you will want to provide the following information:

- Name of Event:** 2024 National Catholic Youth Conference
- Location:** Long Beach Convention and Entertainment Center
- Dates of Event:** Thursday, November 14–Saturday, November 16, 2024
- Move-In:** Wednesday, November 13, 2024, 8 am to 4 pm  
Thursday, November 14, 2024, 8 am to 12 pm
- Move Out:** Saturday, November 16, 2022, 5:30 pm to 10 pm

### Additional Insureds:

National Federation for Catholic Youth Ministry, Inc.  
415 Michigan Avenue, NE, Ste 40  
Washington DC 20017

Fern Exposition & Event Services  
1500 Old Leonard Avenue  
Columbus, OH 43219

SMG/Long Beach Convention & Entertainment Center  
300 E. Ocean Boulevard  
Long Beach, CA 90802

City of Long Beach  
411 W. Ocean Boulevard, 10th Floor  
Long Beach, CA 90802

**Have your insurance carrier send you the certificate as a PDF email attachment.** Then, upload it to the exhibitor portal's *Finalize Booking and Pay* tab. (*Insurance Certificate* is the second item on the checklist next to your booth number.)

The certificate of insurance should be uploaded within five (5) business days of your booth purchase, or no later than **October 15, 2024**. Failure to provide NFCYM with a certificate of insurance may result in exhibit space being assigned to another exhibitor without financial relief from your exhibit obligations. Your alternative is to complete a [Self-insured Agreement](#).