



April 4, 2016

IMPORTANT INFORMATION – PLEASE READ

This is a reminder that the 65th National Square Dance Convention® needs to have a copy of your Certificate of Comprehensive General Liability Insurance or Commercial General Liability Insurance valid at least from Tuesday, June 21, 2016 through Sunday, June 26, 2016, in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence. This policy will name the 65th National Square Dance Convention, Inc. and the Iowa Events Center, 730 Third Street, Des Moines, IA 50309, as Co-Insured.

We must receive the Certificate of Insurance by May 1, 2016, at the latest.

If mailing before April 1st, please send your insurance certificate to:

Bob & Donna Carpenter
7718 Homer Ave.
Hudson, FL 34667

If mailing after April 1, 2016, please use our Illinois address shown below.

Bob & Donna Carpenter
3310 Highland Drive
Island Lake, IL 60042

We are working hard to ensure a smooth move-in for you. **Remember, if we do not have a copy of your Certificate of Insurance you will not be allowed to proceed into the Iowa Events Center to unload.** We appreciate your cooperation. If you have any questions, please contact us.

Respectfully,

Bob & Donna Carpenter
Vice Chairmen Vendors
Email: donna.matson@hollister.com