

## **FALL FEST VENDOR/EXHIBITOR INSURANCE CHECKLIST**

- (1) HOLD HARMLESS AGREEMENT SIGNED AND DATED.
- (2) CERTIFICATE OF INSURANCE SHOWING EVIDENCE OF COMMERCIAL GENERAL LIABILITY INCLUDING THE FOLLOWING ITEMS:
  - The “Insured” must read the same as the “Organization Name” or “Corporation Name” or “Individual Name” that is on the HOLD HARMLESS AGREEMENT.
  - An “Insurance Company” must be listed in the section under “INSURER(S) AFFORDING COVERAGE”.
  - Under the “GENERAL LIABILITY” section, the “Commercial General Liability” box needs to have an “X”. If another box has an “X” and states “Business Liability”, that is acceptable too.
  - The General Liability policy number must be shown in the column under “POLICY NUMBER.”
  - There should be policy effective and expiration dates under “POLICY EFF” and “POLICY EXP”.
  - The event date MUST fall within the policy “effective” and “expiration” dates. **(October 26, 2019)**
  - The minimum acceptable limit of liability is \$1,000,000 in the place next to “EACH OCCURRENCE”.
  - In the area under “DESCRIPTION OF OPERATIONS/LOCATIONS” etc., it should indicate that **Bedminster Township** is included as an “Additional Insured” with respect to the Event (**Bedminster Charities Fall Fest**) on date **(10/26/2019)**.
  - It is possible that an “X” will be placed in the column under “ADDL INSR” in the GENERAL LIABILITY section as an alternative, which is also acceptable. The description of the Event and the date of the Event should still be noted in the DESCRIPTION area. **(Fall Fest Community Day, 10/26/2019)**
  - The “CERTIFICATE HOLDER” section should show the full name of the township and the township’s address. **(Bedminster Township, One Miller Lane, Bedminster, NJ 07921)**
  - The certificate must be signed under “AUTHORIZED REPRESENTATIVE”.