

## Notice to Our Vendors and Exhibitors



### 6th Annual Chinatown Culture Fair

P.O. Box 221155  
Sacramento, CA  
95822

### Notice to Our Vendors and Exhibitors

The City of Sacramento requires anyone holding an event at a City facility to provide verification of general liability insurance coverage in the amount of \$1 million. Each vendor or exhibitor must also provide proof of insurance coverage or can be added, for a fee, to the City of Sacramento/Chinatown Culture Fair event policy. Proof of insurance coverage must be filed with the Chinatown Culture Fair Committee at least three weeks before the event, unless other arrangements have been made.

### Proof of Insurance Requirements

The City of Sacramento proof of insurance requirement specifies that:

1. All certificates of insurance must be submitted on a standard Accord form or on the insurance company's letterhead. The City does not accept declaration pages.
2. The insurance company must either be licensed to do business in the State of California or have a Best Guide Rating of A-VII or better.
3. The City of Sacramento and the Chinatown Mall Culture Fair Committee must be listed as certificate holders as well as additional insured parties with respect to General Liability. For example: "The City of Sacramento, its officials, agents, employees and volunteers; and the Chinatown Mall Culture Fair Committee." An endorsement page should be attached showing that the City of Sacramento and the Confucius Church of Sacramento have been named as additional insured parties.
4. A valid policy number be provided by an insurance company that meets the requirements listed above. The City does not accept "binder numbers," "pending," "TBD," "to follow," and "to be announced."
5. The Certificate of Insurance must be signed by a legitimate agent.
6. The issue date must be provided on the Certificate of Insurance as well as the policy's effective and expiration dates. The business or company name must be listed as well as the insured's name (For example, (Doing Business As or DBA may be used) e.g. Jane Doe, dba Jane's Jumpers. The policy number and coverage limits must be stated on the certificate of insurance as well.

### Purchase Special Event Coverage

If vendors and exhibitors do not have coverage they must be added to the City Sacramento/Chinatown Culture Fair event policy upon payment of the following premiums.

Exhibitors - No Sales	\$30.00 per day
Vendor - Non-Food Sales	\$40.00 per day
Vendor - Food Sales	\$50.00 per day

**If you wish to be added to the City of Sacramento/Chinatown Culture Fair's Policy** please include the appropriate premium amount with your booth rental form no later than August 20, 2012 and mail to:

Fair Policy  
2012 Chinatown Mall Culture Fair  
PO Box 221155  
Sacramento, CA 95822