

Notice to Our Vendors and Exhibitors



3rd Annual
Chinatown Mall
Culture Fair

P.O. Box 221155
Sacramento, CA
95822

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 Mall Culture Fair event policy. Proof of insurance coverage must be filed the Chinatown Mall Culture Fair Committee at least two weeks prior to the event, unless other arrangements have been made.

Proof of Insurance Requirements

The City of Sacramento proof of insurance requirements 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 Confucius Church of Sacramento 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 Confucius Church of Sacramento." 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). 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 of Sacramento/Chinatown Mall 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 City of Sacramento/Chinatown Mall Culture Fair's Policy please include the appropriate premium amount with your booth rental form no later than September 7, 2009 and mail to:

Lillie Yee-Shiroi
2009 Chinatown Mall Culture Fair
PO Box 221155
Sacramento, CA 95822