

## CALIFORNIA FAIR SERVICES AUTHORITY

### SPECIAL EVENTS COVERAGE PROCEDURES

1. Determine the proper rate from the Special Events Rate Card. **Call CFSA at (916) 263-6145** for special rates, classifications, or questions.
2. Complete a Special Events Coverage Receipt for each lessee. (You will need 4 copies of this receipt. Please see following instructions).
3. Collect the required fee from the lessee (money order, cashier's check or certified check only, payable to **California Fair Services Authority**). Business or personal checks will be returned to the fair. Fair checks may be submitted for payment. (If a check is returned for Non-sufficient funds, the Fair will be invoiced for the amount of the check plus the NSF fees)
4. Issue **copy 1** (white) of the Special Events Coverage Receipt to the lessee. The Evidence of Coverage form is now on the reverse side of **copy 1**.
5. Send payments to reach CFSA no later than **5 days prior** to the covered event. Late payments should be called in to Risk Analyst for a Control Number.
6. Keep **copy 2** (yellow) of the Special Events Coverage Receipt and attach it to your fair's copy of the contract or rental agreement as proof of coverage.
7. Submit payment and **copies 3 and 4** (pink and gold) of the Special Events Coverage Receipt to:

California Fair Services Authority  
Attn: Risk Management  
1776 Tribute Road, Suite 100  
Sacramento, CA 95815

CFSA will stamp **copy 4** (gold) with the date received and return **copy 4** (gold) to the Fair.

8. Requests from fairs for refunds on cancelled events will be refunded directly to the lessee. No refunds will be made to fairs.
9. At the end of each quarter, a processing reimbursement of 5% of your net receipts collected will be returned to you. This is designed to help cover staff time spent promoting the coverage and handling the paperwork. ***If a processing fee is charged to the vendor by the fair for participating in this program said fee must be disclosed as a separate charge to the vendor. This procedure is discouraged as it tends to make our rates non-competitive.***
10. For additional Special Events Coverage Receipts, contact CFSA's Risk Analyst at 916-263-6145.