

INSURANCE INFORMATION ALERT

TO: ALL CFSA MEMBER DAA FAIRS

FROM: DONNA J. BARDARO, EXECUTIVE DIRECTOR

SUBJECT: INSURANCE CERTIFICATE REVIEW

DATE: August 8, 2011

You recently received circular letter D2011-02 titled Contract Submission Requirements. This directive revised the policy for submission of contracts requiring the approval of F&E.

We would like to remind all CFSA Member DAA fairs that you must continue sending all hazardous contracts up to \$75,000 and all non-hazardous contracts from \$15,000 to \$75,000 to CFSA for "insurance certificate and/or indemnification language" review and approval as required by various CFSA operating memorandums. As stated in D2011-02, all contracts OVER \$75,000 must be sent to F&E for approval. This includes Fairtime, Interim and Multi-Year contracts.

CFSA's procedures include: 1) a review of the insurance and/or indemnification provisions in a contract and 2) a review of the insurance certificate for compliance with minimum liability insurance coverage and compliance with the additional insured requirements. If the liability coverage or the additional insured language do not meet CFSA's requirements, we contact the appropriate insurance agency to resolve the identified problem. Once that's done, an "Insurance Review Transmittal" document is sent back to your fair from CFSA with the results of the review and any recommendations.

If you have a question or concern regarding any certificate of insurance, please contact CFSA for assistance. We will contact the insurance agency responsible for writing the coverage, work with them to make any corrections needed and we will verify the validity of the coverage. We have already identified some questionable certificates this year. If you have questions regarding CFSA's insurance program, please don't hesitate to call Charlie Mitchell at (916) 263-6150 or Lianne Lewellen, CFSA's Risk Analyst at (916) 263-6145.

Thank you for your continued cooperation. This is your pooled program and whatever we can do together to keep losses down, will continue to keep your fees from going up.

cc: Rebecca Desmond
Ken Anater

NOTE: Please file this ALERT under General Liability Section 3, General Liability Memorandum, Insurance Alerts Tab, in your Claim & Loss Reporting Guide-4th Edition (The CFSA "Red Book")