

CONTRACT REVIEW PROCEDURES FOR FAIRS

SECTION 1: CFSA General Liability Pool Participating Fairs

All CFSA General Liability Pool Participating Fairs must submit contracts to CFSA for review and approval according to the following criteria:

Submit to CFSA:

All hazardous contracts no matter the dollar amount*

All non-hazardous contracts over \$15,000 for which liability insurance is required.*

All contracts with indemnification language changes*

*Note: CFSA review and approval is limited to the insurance and indemnification portions of contract. See attached lists of Hazardous and Non-hazardous activities and events.

No CFSA Approval Required:

Non-hazardous contracts up to \$15,000 for which liability insurance is required, but no indemnification changes have been made.**

Non-hazardous contracts for which liability insurance is not required and no indemnification changes have been made.**

**Note: Review and approval of these contracts and insurance is delegated to the fair. A contract must be compliant with all applicable laws, rules and procedures and may be reviewed by audit. Fairs are encouraged to contact CFSA for assistance when there are any questions on insurance or indemnification.

Multi-Year Contracts:

When a multi-year contract has met one of the criteria above for submittal to CFSA, a renewal insurance certificate must be submitted to CFSA annually with a copy of the originally approved contract until the contract expires.

When a multi-year contract does not fall into any category requiring submittal to CFSA, it is not necessary to submit insurance certificates to CFSA. It is the responsibility of the fair to ensure that a current insurance certificate is on file with the fair until the contract expires.

SECTION 2: Documents to be sent to CFSA

Copies of the following documents for each rental agreement or standard contract that meets the criteria listed in Section 1 & 2 are to be sent by fax, mail or email to CFSA:

- Form of insurance coverage: (one of the items listed below)
 1. An insurance certificate (see sample certificate of liability attached);
 2. A special events liability coverage receipt from CFSA;
 3. Confirmation of a Master Insurance List number;
 4. Verification of self-insured status;
 5. Exemption from requirement of coverage.
- Copy of the Fair Rental Agreement or Fair Contract.
- Send one copy of the documents for each rental agreement or standard contract to CFSA, e-mail them to llewellen@cfsa.org, or fax them to CFSA's Risk Analyst at (916)-263-6159.

SECTION 3: CFSA Review and Approval

- CFSA reviews the insurance and indemnification provisions in each submitted agreement or contract.
- CFSA verifies that the coverages on a submitted insurance certificate satisfy the requirements contained in the attached current CFSA Insurance Requirements document. This document replaces the prior FE-13 issued by Fairs and Expositions.
- CFSA verifies that the name on the submitted agreement or contract matches the name on the insurance certificate.
- CFSA works directly with individual insurance brokers on behalf of fairs when changes in coverage are necessary to comply with CFSA Insurance Requirements.
- Upon completion of the review of insurance certificate, CFSA issues an Insurance Review Transmittal form to the fair for each submitted agreement or contract. This form lets the fair know if the insurance is satisfactory or non-satisfactory. If the insurance is determined to be non-satisfactory, the reasons for this are given. CFSA retains each transmittal and corresponding agreement or contract in fair contract files for five years.
- Proper contract administration is one of the most effective ways fairs can control the self-insurance costs. CFSA plays a part in this process by ensuring that the proper insurance coverages are obtained for each agreement or contract through CFSA's insurance certificate review and approval process. With proper insurance coverages, CFSA has the ability to tender a claim to the insurance company for a contractor or lessee operating in the area of an accident to cover the cost of the claim and also defend the fair in the event of a lawsuit.

If you have specific questions regarding Contract Procedures, please call CFSA's Risk Analyst at (916) 263-6145.