

SPECIAL EVENTS PROGRAM AND CLAIMS REPORTING

CFSA is authorized to pool Special Events Liability Protection for lessees, concessionaires, exhibitors and other special event operators using fair facilities for non-hazardous activities. CFSA's Special Events Program provides protection similar to commercial general liability coverage that conforms to state requirements for special event operators.

- When selling this protection, follow the procedures outlined in the attached Special Events Coverage Procedures. Confirm that the days specified in the Special Event Coverage Receipt Form correspond with the exact dates specified in the contract or rental agreement. There is no extra premium charged for set-up and take-down days. These dates **MUST** be noted in the contract. Attached are copies of the Special Events Coverage Receipt form with Evidence of Coverage on back side of Lessee copy, Special Events Program Memorandum of Coverage, sample Special Events Liability Program brochure and Special Events Rate Card.
- Limits under CFSA's Special Events Program are \$1,000,000 per occurrence.
- As with CFSA's liability protection for fairs, it is equally important when special events coverage is purchased, that fairs promptly report to CFSA any accident, incident, injury or claim.
- Inform the covered special event operator that they are required to report all incidents to fair management, and that their cooperation is required in gathering pertinent information.
- If the covered special event operator is going to have separate exhibitors, a security company or anyone other than the covered special event operator themselves, they must require proof of liability insurance from each one. (CFSA has had several claims where the responsible party had no coverage. This increased the exposure of the purchaser and the fair.)
- Use the same Accident Report form for special events claims as are used for liability claims. See the Accident Report form included in Section 2. Please indicate who the covered special event operator is, and attach a copy of the receipt and contract to the Accident Report, prior to submitting all documentation to CFSA.

WHO TO CONTACT AT CFSA

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