



March 31, 2016

TVR Vendors:

The Thunder Valley Rally event is held by the City of Cottonwood on City of Cottonwood property. Therefore, a Certificate of Insurance may be required by the City, depending on what you will be doing/bringing at this event. If it is deemed necessary for your organization to provide the City with a Certificate of Insurance, please follow the guidelines and minimum standards shown below. Please contact your insurance company and ask them to provide the City with your Certificate of Insurance in accordance with these minimum requirements. If you continue to provide this service on an annual basis, please ask your insurance company to put us on an annual renewal so an updated Certificate of Insurance will be sent automatically to the City of Cottonwood before your current certificate expires each year. While instructing your insurance company to send a Certificate of Insurance, please give them the following information:

- The City of Cottonwood, at 816 N. Main St. Cottonwood, AZ 86326 needs to be listed as an additional insured and certificate holder.
- An endorsement allowing the policy to list the City of Cottonwood as the additional insured needs to be included with the Certificate of Insurance.
- Under the general liability, minimum amounts are the following:
 - Each occurrence: \$1,000,000
 - Damage to rented premises: \$300,000
 - Medical Expenses (any one person): \$5,000
 - Personal & Advertising Injury: \$1,000,000
 - General Aggregate: \$2,000,000
- If any personnel from your business will be working while on City property, such as serving food, helping run the event, setting up equipment, or doing any type of work on City property, proof of Workers Compensation insurance with the statutory limits for each accident, employee disease, and policy limit disease is required.

A sample Certificate of Insurance has been attached as an example of what is required for a valid Certificate of Insurance with the City of Cottonwood. Please send a Certificate of Insurance as soon as possible. All Certificates of Insurance must be received no later than September 1st. If you fall into the following categories that require a Certificate of Insurance or are notified you will be required to submit a Certificate of Insurance and do not meet the September 1st deadline, you are subject to removal from event participation. If for some reason you have a delay in your Certificate of Insurance, please contact Amanda Wilber, the Certificate of Insurance coordinator for this event.

City of Cottonwood
816 N. Main St. Cottonwood, AZ 86326
Phone: 928-340-2713 Fax: 928-634-3727
www.cottonwoodaz.gov

These items will require you to submit a valid Certificate of Insurance that meets the City of Cottonwood's minimum requirements:

- Any type of food preparation/selling other than pre-packaged goods. This includes popping popcorn or most types of food sampling.
- A power source such as a generator.
- Any cooking.
- Installing lighting systems.
- Tattooing.
- Services such as trash collection, security, traffic control, portable toilets, generator, lighting, fencing, staging, etc.

If you are only providing information or are selling goods such as T-Shirts, small trinkets, or pre-packaged, unopened food or drink, you will not need to submit a Certificate of Insurance.

If you have any questions or concerns, please do not hesitate to contact me at either 928-340-2713 or awilber@cottonwoodaz.gov.

Thank you,

Amanda Wilber
Human Resources Specialist II