

**VACAVILLE FIESTA DAYS
INSURANCE REQUIREMENTS**

****IMPORTANT - PLEASE READ****

At your earliest convenience but no later than April 1, 2017, please have your insurance carrier/agent provide the Fiesta Days Committee with these two (2) required forms – Certificate of Liability Insurance and Additional Insured Endorsement Form CG 20 26.

The forms can be sent one of three ways:

- 1) By mail to: PO Box 5263, Vacaville, CA 95662
- 2) By fax to: (707) 448-4630
- 3) By e-mail to: fiestadays@sbcglobal.net

The Certificate of Insurance must show proof of Commercial General Liability Coverage with the following limits:

\$1,000,000 Per Occurrence

\$2,000,000 Aggregate

Concessionaires offering products for sale are required to also show proof of "Products/Completed Operations" coverage as part of their Commercial General Liability policy with the same limits listed above.

In addition, Vacaville Fiesta Days Committee **and** the City of Vacaville must be named, by endorsement to the policy, as "additional insureds" with respects to your organization's or business's activity during the festival.

If you or your insurance company has questions regarding the requirements listed in this letter, please contact Risk Management at City of Vacaville at (707) 449-5101.