

Vendor Insurance Requirements:

A vendor is person or company who provides a service or sells goods such as:

- Bus Company
- Book Fair, Fundraising Company, Instructors
- Inflatable Company, Assembly Act
- DJ, Caterer, Food Purveyor, etc...

The vendor must provide the following three items:

1. Certificate of Insurance naming your PTA unit as the certificate holder and additional insured. (Sample Certificate is attached and important to **NOTE: THE SPECIAL WORDING** highlighted in yellow which must be used.)
2. Additional Insured Endorsement CG 20 26 07 04 (can be a blanket form) Sample Attached
3. Hold Harmless Agreement - Completed and signed by the vendor (attached)

Instructions:

- The vendor should give items 1 and 2 above to their insurance agent/company for completion.
- Items 1, 2 and 3 above must be completed and obtained *prior* the date of the event and kept on file at your location.
- *The PTA is responsible for collecting and confirming the special wording is accurate on the Certificate of Insurance.*
- Your vendor contract needs to be in the name of your PTA, *not* your school or an individual.
- The PTA is not allowed to sign a Hold Harmless or Indemnity Agreement without prior review and consent from the PTA Insurance Broker.

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