



INSURANCE REQUIREMENT



Dear Vendor:

All vendors participating in the DEAFestival Los Angeles 2016 must have liability insurance in the amount of \$1,000,000.00. Vendor's insurance broker or agent must submit their proof of insurance to the City of Los Angeles, Risk Management Division through their online application at <http://track4la.lacity.org>. Only insurance approved through the Track4LA system (<http://track4la.lacity.org>) will be accepted.

Each vendor is required to have insurance coverage for the following:

- 1) Workers' Compensation (WC) – Statutory per the State of California. If a vendor has no employees and decides to not cover themselves for Workers' Compensation, please complete the form entitled "Request for Waiver of Workers' Compensation Insurance Requirement" located at <http://lacity.org/cao/risk/InsuranceForms.htm>
- 2) The Fire Legal Liability \$1,000,000.00 coverage should be provided **by vendors cooking with an open flame.**
- 3) In the absence of imposed Auto Liability requirements, all vendors using vehicles during the course of their contract must adhere to the financial responsibility laws of the State of California.
- 4) The Non-Profit agency and/or event organizer and all vendors must submit insurance policies naming the City of Los Angeles as an Additional Insured.

If any vendor does not have insurance coverage, they may apply through Service Providers, Artisan and Trade Activities Program (SPARTA) special event insurance programs include SPARTA and SELIP Cover which were developed to assist contractors, artisans and special event holders in meeting the insurance requirements of public entities.

For vendors who wished to obtain special events insurance coverage, please visit <http://cao.lacity.org/risk/sparta.htm> and select **Merriwether & Williams Insurance Services**, www.2SPARTA.com.

For more information regarding Vendor Insurance Requirement, please visit <http://cao.lacity.org/risk/RiskFAQ.pdf> or contact Richard Ray at (213) 785-2934 VP.

Thank you,

DEAFestival Los Angeles Planning Committee