

CERTIFICATE OF LIABILITY INSURANCE OPTION

We have received a large number of inquiries from vendors regarding the required "Certificate of Liability Insurance." This certificate is indeed required from anyone who is present on our site during our events, regardless of vendor or business type. Therefore, we did some research in order to provide you with an expeditious, reasonable and affordable path to obtaining the required documentation and coverage for our events.

To my knowledge, **ACT Insurance** offers the simplest and least expensive liability insurance to vendors, and they do not charge for each additional insured. Their policy options include the following:

SHOW POLICY

- 1-3 Consecutive Days - \$39
- 4 Consecutive Days - \$49
- 5 Consecutive Days - \$59
- 6 Consecutive Days - \$69
- 7 Consecutive Days - \$79
- Up to 90 Consecutive Days - \$89

ANNUAL POLICY

365 Days of Coverage – Starting at \$265

If you are only doing one event, we recommend the "1-3 Consecutive Days Policy." If you are doing more than one event, we recommend the "Up to 90 Consecutive Days Policy." If you are vendor who frequently does events throughout the year, it may be worthwhile to purchase an annual policy.

INSTRUCTIONS

1. Go to the following link: <https://www.actinsurance.com/checkout/step-1>
2. Select the "Buy Now" button for which kind of policy you would like to purchase.
3. In the "Show Policy" section, fill in the "Policy effective dates" field – Select the range of dates that covers the events you have been approved to be a vendor at. For example, if you are doing 9/2 Harvest, 9/9 Harvest and the 10/6 Wine Festival, your selected date range should be 09/02/2018 to 10/06/2018.
4. In the "Policy Length" field, select the appropriate length of coverage based on the dates selected in Step 2.
5. In the "Account Set Up" Section, create an account.
6. In the "Policy Holder Information" Section, fill in the required fields.
7. Fill in the remaining information in Step 1, and then proceed onto the remaining steps as instructed.

Within Step 2, you will be asked to give the additional insured names to be listed. As per Paragraph 11 in your Vendor License (names are highlighted in the excerpt below, and located in your online portal). The address to be listed if prompted for one is **200 Hurd Road, Bethel, NY 12720**.

11. **Insurance:** Licensee shall carry and maintain (i) a policy of commercial general liability insurance including coverage for personal injury and death, completed operations, personal injury liability and product liability coverages, with limits of liability of at least One Million U.S. Dollars (\$1,000,000.00) per occurrence; (ii) worker's compensation insurance in amounts required under the laws of the State of New York; and (iii) personal injury, liability and property damage automobile insurance with customary exclusions (not to exceed \$1,000.00 per claimant) with limits per accident of not less than One Million U.S. Dollars (\$1,000,000.00) for bodily injury and property damage. **Bethel Woods Center for the Arts, Inc., The Bethel Performing Arts Center, LLC, The Museum at Bethel Woods, Star Path Farms Inc., ARKAY, LLC, the Town of Bethel, the County of Sullivan, the County of Sullivan Industrial Development Agency, Ovations Food Services, LP (d/b/a Spectra Foods & Hospitality)** shall each be named as an additional insured on each such policy. Each such insurance policy shall provide that such policy shall not be cancelled, reduced, non-renewed, or otherwise modified without less than thirty (30) days prior written notice to Operator. Each such insurance policy shall be in effect when the Licensee enters the Site and shall extend beyond the conclusion of the Events and related cleanup periods. Certificates evidencing such insurance shall be delivered to Operator prior to Licensee entering the Site, and Licensee shall not be permitted to enter the Site without providing such certificates to Operator.