

Vendor COI Checklist



Vendor Information

Business Name:

Vendor Name:

Phone:

Email:

Vendor Fees:

Booth Size:

Event Information

Name of Event:

Location:

Date(s):

Type of Event:

Est. Attendees:

Est. Revenue:

Required Coverage:

General Liability

Coverage:

Product Liability

Limits:

Workers Comp

Coverage:

Commercial Auto

Limits:

Umbrella/Excess

Coverage:

Limits:

Coverage:

Limits:

Additional Insured Details:

Event Organizer:

Venue/Location:

City/County (if required):

Waiver of Subrogation:

Yes No

Primary & Non-Contributory:

Yes No

Specific Wording:

Required Licenses & Permits

List any that apply for this event — food service permits, sales tax registration, alcohol permits, etc.

My Certificate of Insurance (COI) Details

Purchase Date:

Policy Number:

Start Date:

Insurer:

End Date:

Vendor COI Checklist

- Coverage extends through event dates (incl. setup/teardown)
- Coverage limits meet/exceed requirements
- All Additional Insureds listed correctly
- Correct endorsements and/or wording
- All required licenses/permits have been obtained and submitted
- Copy of COI provided to requesting parties
- I know how to access my policy documents
- I know how to file a claim