



## Procedures for Festivals Where City is the Event Organizer

All vendors are to be provided with a copy of the City of Mississauga's Certificate of Insurance form. This form is to be completed and signed by the vendors' broker. Please note Brokers will not charge for this service.

**No other certificate form can be accepted.**

**Note: If Liquor is being served (Carnivals and Beer Gardens included) please refer vendor directly to HUB International Ontario Limited.**

**1. Procedures for vendors who return the completed Certificate of Insurance and have indicated the following:**

- \$ 2,000,000 - Commercial General Liability
- Products and Completed Operations
- Employees and/or Volunteers added as additional insureds
- Owners and Contractors Protective Liability
- Cross Liability/Severability of Interests Clause

The following steps must then be completed if "yes" as indicated above:

- a) Add vendors name to the vendor Spreadsheet.
- b) Indicate "yes" in the "certificate provided" column.
- c) Attach completed certificate to the list of vendors.

**\*\*Note:** These vendors have coverage for the festival and do not have to purchase additional coverage. All certificates must be kept on file with the City (see step 3).

**2. Procedures for vendors that have not checked all five of the boxes as noted above, or are unable to complete the mandatory certificate.**

The following steps must be completed:

- a) Add the vendor to the spreadsheet, including the number of days they will be participating (including set up/tear down).
- b) Indicate whether or not they will be selling products or services.
- c) Indicate "no" in the "certificate provided" column.

**3. Once all vendor information has been collected, the spreadsheet and attached Certificates of Insurance are submitted to the City of Mississauga bookings office for payment based on the total amount indicated on the spreadsheet.**

**Definition of Vendor:**

*A vendor is a person or business that has paid to rent space or a booth from the Festival organizer for the purpose of selling or promoting their own products or services.*