

## VENDOR INSURANCE REQUIREMENTS

TO ALL VENDORS:

We require **ALL** vendors to carry liability insurance to participate in the Prairie City Fiber Fest. Coverage should be for \$1 million (standard) and name the Prairie City Fiber Fest and Festival Planning Committee as additional insured. Such insurance afforded the additional insured is primary and non-contributing with any other insurance that the additional insured may carry.

The official address for the Prairie City Fiber Fest is as follows for insurance purposes:

### **MARKET PLACE** (Lawn)

**Prairie City Fiber Fest  
133 South Bridge Street  
Prairie City, OR 97869**

### **TEEN CENTER**

**Prairie City Fiber Fest PBC  
145 W. Front Street  
Prairie City, OR 97869**

### **COMMUNITY CENTER**

**Prairie City Fiber Fest  
211 6<sup>th</sup> Street  
Prairie City, OR 97869**

There are many sources of liability insurance for events such as PCFF. First, check with your existing insurance agent to see if this can be added to your current policy. You can also find online sources. Several Vendors use <https://www.actinsurance.com> and say it is quite reasonable and you can cover one event or register for the year.

You must enclose a copy of the insurance binder when you send in your registration form, or email to Ginger Shive at [pcff2019@gmail.com](mailto:pcff2019@gmail.com). Insurance forms must be received by July 1, 2022.