



A Certificate of Insurance must be issued as follows:

A) The Certificate Holder must be shown as:

**The Pennsylvania State University
 c/o Risk Management Office
 103 Rider Building
 227 West Beaver Avenue
 State College, PA 16801**

B) The Certificate MUST be for the entire policy period. The University will NOT accept certificates limited to individual dates or engagements.

C) The minimum general liability insurance required to be evidenced is \$1,000,000 per occurrence, written on an occurrence basis, including contractual liability.

D) Statutory Workers' Compensation must also be evidenced.

E) The following MUST be named as Additional Insureds on the Certificate (please watch the spelling and wording):

- a) The Pennsylvania State University
- b) Associated Student Activities
- c) All Student Government Associations
- d) All Resident Hall Associations
- e) All Registered Student Organizations Including Clubs

NOTE: If the Certificate includes a second page with the standard ACORD language that shows two paragraphs under the heading "IMPORTANT" followed by a paragraph labeled "DISCLAIMER", a copy of the ENDORSEMENT must be attached.

F) The Certificate must provide for 30 days notice of cancellation.

NOTES:

1. It is the responsibility of the Entertainment Vendor to have the Certificate renewed whenever the insurance is renewed. The University does NOT send reminder notices. The Entertainment Company will be deleted from the Web Site if a new Certificate has not been received once the Certificate on file has expired.
2. It is the responsibility of the Entertainment Vendor to see that the Risk Management Office has its proper address, phone number, Fax number and web site address. Please telephone or fax Cris Boob in the Risk Management Office with any information or questions on this point.
3. The University reserves the right at all times to accept or reject the insurance company(s) shown on the Certificate.
4. The University reserves the right to delete any listed Entertainment Vendor at any time due to circumstances or for cause.
5. Once an Entertainment Vendor is listed on the Web Site, the contracting Penn State Campus, Sponsor and Company need only enter into a "Penn State Master Entertainment Agreement" for the event. No further insurance information or certificate is required.
6. Faxed copies of the required Certificate are acceptable.