

Process to Secure Certificate of Liability Insurance (COI) on behalf of a 3rd Party

This process is only used to help a 3rd party (vendor, performer, camp, wedding party) secure a certificate of liability insurance when they cannot provide their own COI or their limits are too low to meet Southwestern's contractual requirement. It is used when Southwestern sponsors an event (Homecoming/Clusterfest/MallBall) or when a 3rd party camp/group is renting Southwestern facilities.

There are two ways to secure a COI.

1. Preferred method - send Vendor/Performer/Group directly to:
Francis L. Dean Insurance Broker: <http://www.fdean.com/special-events.aspx>
 - a. Select "California office"
 - b. Select either "Vendor" or "Performer"
 - c. Select "Apply OnLine"

2. SU department representative uses: EIIA web link: www.eiia.org
 - a. "Click Here To Order Special Events Policy"
 - b. Be sure to use 3rd party name and address in "Applicant Field".
 - c. Submit for quote
 - d. Pay by Credit Card
 - e. COI will be issued.

When to use EIIA site or Francis L. Dean site

Preferred method is to send vendors and/or performers directly to the Francis L. Dean site and have them purchase their own insurance. If this is not feasible, a Southwestern department representative may arrange for the COI on their behalf and use the EIIA site to arrange for a COI on behalf of the 3rd party. Be sure to use the performer/vendor name and address in the applicant field.

NOTE: Each 3rd party – performer, vendor, group must have a separate COI in their name. One special events COI will not provide coverage for multiple vendors/performers!

NOTE: Check with EIIA for a discounted "group" rate when more than one performer/vendor is participating in an event.

FL DEAN – California is our office - Phone: (888) 416-9091

EIIA – 1-800-537-8410