



**The Delaware State Fair, Inc.**  
18500 South DuPont Highway  
PO Box 28  
Harrington, DE 19952-0028  
Phone: (302)398-3269

**2019 FAIR**

## **Concessions/Vendor Insurance Instructions**

**July 18 – July 27, 2019**

### **PLEASE FORWARD THESE INSTRUCTIONS AND SAMPLE CERTIFICATE OF INSURANCE TO YOUR INSURANCE AGENT.**

Each Exhibitor must have occurrence form commercial general liability insurance coverage on all their activities and operations at the Fair. Coverage requirements are as follows:

1. A minimum of \$1 million dollars (\$1,000,000) combined single limits per occurrence, \$2 million dollars (\$2,000,000) annual aggregate, insuring against claims for bodily injury and property damage. The maximum permissible deductible shall be \$250 per occurrence. The policy must be deemed primary and non-contributory.
2. Where applicable, exhibitors must also have coverage insuring against claims from products liability and products/completed operations.
3. The Delaware State Fair, Inc. shall be named as an “additional insured” with respect to exhibitor’s operations/activities on the certificate of insurance. Listing The Delaware State Fair, Inc. as a certificate holder is not acceptable.
4. All exhibitors are required to provide a certificate giving proof of workers compensation insurance coverage in compliance with the requirements of Delaware law or provide evidence of their exemption from the same.
5. At a minimum, the term of coverage should span the entire time Exhibitor and/or their goods and equipment is/are present on the Fairgrounds (including pre and post-fair camping) or the duration of the event whichever is the longer period. In the case of all permanent stands, exhibitors owning the stands must procure and maintain the minimum levels of liability coverage identified hereunder for the entire year without interruption. Failure to maintain said coverage for the entire 12 months shall result in the cancellation of the license agreement and shall trigger the requirement that Licensee remove the stand at Licensee’s expense.
6. In the case of a permanent stand, in the event of a fire or casualty loss that renders the stand unusable for its intended purpose, the Licensee at its expense shall remove the stand from the Fairgrounds.
7. Insurance carriers must provide the Fair with a minimum of thirty (30) days written notice of any policy cancellation or material change in policy terms.
8. All insurance certificates and the declarations page must be provided to the Fair no later than April 30, 2019. For agreements issued after April 30, 2019, the insurance certificate must be provided within fifteen (15) days of the issuance of the agreement.
9. Exhibitors failing to timely meet the obligations of this paragraph may lose their Exhibit Space, and under no circumstances will an Exhibitor be allowed to set up, camp or otherwise enter on to the Fairgrounds unless the above insurance is in place as of the date they come onto the grounds or the opening date of the Fair whichever is the first to occur.

#### **CERTIFICATE HOLDER:**

The Delaware State Fair, Inc.  
PO Box 28  
Harrington, DE 19952

#### **ADDITIONAL INSURED:**

The Certificate must have “The Delaware State Fair, Inc.” listed as an additional insured.

#### **Have your insurance company send the Certificate of Liability Insurance to:**

The Delaware State Fair, ATTN: Robin Rockemann  
**Mail:** PO Box 28, Harrington, DE 19952  
**Fax:** 302-398-5030  
**Email:** [robin@thestatefair.net](mailto:robin@thestatefair.net)

**There are no exceptions to the insurance requirements. Under no circumstances will an concessionaire or vendor be allowed to set up, camp or otherwise enter on to the Fairgrounds unless the above insurance is in place as of the date they come onto the grounds or the opening date of the Fair whichever is the first to occur.**

