



**TRAVELERS SPECIAL EVENTS QUESTIONNAIRE**

**Sponsor of the event: Western Association for College Admission Counseling (WACAC) 8671D2066**

**Provide a description of the event (meeting, convention, seminar, reception):**

**Provide a description of your activities at the event:**

**Location of the event/Facility Name:**

**Complete Street Address:**

**City: State: Zip:**

**Dates of the event (include Move-In & Move-Out):**

**Is anyone requesting to be named as an additional insured on your policy? YES NO**

*What is their relationship? Check appropriate box.*

**Owner of the premises where the event is being held?**

**Sponsor of the event?**

**Other (Explain)?**

**Additional Insured Information:**

**Name:**

**Complete Street Address:**

**City: State: Zip:**

**Is a Certificate of Insurance required by another party? YES NO**

*What is their relationship? Check appropriate box.*

**Owner of the premises where the event is being held?**

**Sponsor of the event?**

**Other (Explain)?**

**Certificate Holder Information:**

**Name:**

**Complete Street Address:**

**City: State: Zip:**

**Expected Revenues from the event:**

**Estimated Attendance:**

<b>Event will be held:</b>	<b>Indoors</b>	<b>Outdoors</b>
<b>Will security be provided:</b>	<b>YES</b>	<b>NO</b>

**Describe:**

<b>Will first aid be provided:</b>	<b>YES</b>	<b>NO</b>
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**Describe:**

<b>Will food and beverages be served at the event?</b>	<b>YES</b>	<b>NO</b>
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<b>Will there be alcoholic beverages?</b>	<b>YES</b>	<b>NO</b>
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**If yes, what is the estimated sales?**

**How will food and beverages be provided?**

**Catered by outside party?**

**Catered by the facility where event is being held?**

**Your staff/employees?**

**Volunteers**

**If the event will be using the services of an outside caterer, is the caterer providing a liability certificate naming you as an additional insured with liability limits at least equal to your own?**

<b>YES</b>	<b>NO</b>
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<b>Will there be amusement activities or fireworks?</b>	<b>YES</b>	<b>NO</b>
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**If so, please describe:**

<b>Are exhibitors required by contract to carry their own liability insurance?</b>	<b>YES</b>	<b>NO</b>
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**If yes, are the exhibitors required to provide you with an insurance certificate evidencing the existence of General Liability and Workers Compensation coverage?**

<b>YES</b>	<b>NO</b>
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