

Vendor Management, Insurance & Risk Management

Protecting Your Festival, Fair and Board of
Directors

Shawn LaPalm
613-848-3653

Matthew Taylor
PAL Insurance





Why Vendor Management Matters

Protects –

- Ag Society Brand
- Industry Branding
- Safety of Spectators
- Volunteer Safety



Who May Need Vendor Event Insurance?

Simple Answer- Everyone

Non-profits, farmer markets, mom and pop vendors, clothing etc

Board Duty of Care: Serving the Community

Due diligence

Risk management

Vendor screening,

Insurance verification

Incident response planning.



Vendor Applications

- Collect legal name – Corporation, Sole Proprietor
- Trade name
- Products
- Permits
- Booth requirements
- Insurance information



Vendor Agreement Essentials

- Rules- Setup times, Tear down times, No sub-renting
- Responsibilities
- Indemnification- Hold Harmless
- Insurance requirements
- Conduct expectations
- Compliance obligations
- Standardized Agreement and Communication

The same is also important for those 3rd parties renting your facility to hold events



Insurance Requirements

- \$2M minimum CGL
- \$5M preferred
- Additional Insured status required
- Primary and Non-contributory Clause



The 10 second COI Check

- **Confirm Vendor Name matches Vendor Contract**
- **Confirm Liability**
- **Confirm Expiry Dates**
- **Confirm Additional Insured (Matches your Incorporated Name)**
- **If something looks off....ask for assistance**

“We’ll send the updated certificate letter later or bring it the day of..”



Site Planning & Inspections

- Site maps, emergency routes and daily inspection programs.
- Approved cords, items that can fall, tables/displays, fire extinguishers and emergency access.
- Is the Vendor Selling what they said they were going to sell?





Incident Reporting

Photo's, Document, Property damage, Injuries, Witness statements and Corrective actions.

Top 5 Vendor Claims

Food poisoning

Tent: collapse or wind claims

Slip and fall

Booth accidents – canopy, tv, sign

Product liability – Cosmetics, soaps, etc



Final Takeaways

Application+
Contract +
Insurance +
Additional Insured (COI) +
Inspections +
Incident Reporting
= Proper Event Management



New Vendor Program

PAL

INSURANCE BROKERS
CANADA LTD