

WHAT IS A CERTIFICATE OF LIABILITY INSURANCE?

Certificates of Insurance

A certificate of insurance, (COI), also known as an insurance certificate, or proof of insurance, is a standardized document used to verify that insurance coverage is up-to-date and in force. A certificate of insurance generally provides information about the policy, such as the insurance company providing the coverage, the policy number, and the effective dates of coverage. The certificate also provides the contact information for the insurance rep, and the total limits of coverage provided by the policy.

Why do I need to send this to the Fairfield Chamber of Commerce?

COIs are commonly required to verify your policy coverage, protecting the Fairfield Chamber of Commerce and the Town of Fairfield, CT from any claim of liability during the event.

Contact your business insurance provider via phone or email. In some cases you can request a certificate of insurance on your insurance provider's website. Explain that you need a certificate of insurance for the event, naming the Fairfield Chamber of Commerce and the Town of Fairfield as additional insured. Your agent will confirm that your policy meets those minimum requirements. If it doesn't, you might need to purchase a rider that increases coverage for the duration of the event. Your insurance agent will give you the details and paperwork.

Important:

The Certificate of Insurance should list the Fairfield Chamber of Commerce and the Town of Fairfield as additional insured.

Your insurance agent may need the following information about the event.

- Fairfield Harvest Market
- Sunday, October 14, 2018
- Event time: 10:00am—4:00pm. Set-up begins 8:00am
- Old Town Hall Green, 611 Old Post Road, Fairfield, CT 06824
- Expected Attendance: 1,500
- Additional Insured: Fairfield Chamber of Commerce and the Town of Fairfield

Your insurance provider will mail or email the certificate to you. You can then mail or email to:

Fairfield Chamber of Commerce
1597 Post Road
Fairfield, CT 6824

or

Krista@FairfieldCTChamber.com
Fax: (203) 256-9990