

NMAC TULIP

Tenant Users Liability Insurance Program

COUNTY INSTRUCTIONS FOR USING TULIP

Determine eligibility:

- Is the group using county premises?
 - If they are not using county premises, they are not eligible for TULIP.
1. Provide the Group (Tenant User) with an application for completion. Instructions for the completion are included.
 2. Review the application to be sure Part I is completed, signed and dated by the Tenant User or representative.
 3. Complete Part II. Determine rate chart, classification, attendance group and premium. The rate charts, schedule of classifications and rating examples are attached.
 4. Advise Tenant User/Group of premium due. Payment must be in the form of a **CASHIERS CHECK** or **MONEY ORDER** payable to **Arthur J. Gallagher & Co. NO EXCEPTIONS.**
 5. Upon receipt of payment, sign and date the application and forward it to our office.
 6. The application and payment must be received at least two working days prior to the event. If there is not enough time to use the mail services please fax a copy of the application and payment, then mail the original.

TENANT USER

INSTRUCTIONS FOR COMPLETING THE TULIP APPLICATION

1. Complete the Name of the Group as shown on the rental agreement with the County.
2. Provide name of at least one contact person.
3. Telephone number of contact person during business hours.
4. **COMPLETE** mailing address of group or contact person.
5. Name of Site of being used for the event (fairgrounds, etc).
6. **COMPLETE** address of site being used for event.
7. List **ALL** dates insurance is required.
8. Provide a brief description of the event (i.e. meeting, play, jazz concert).
9. Complete all sections:
 - a. Advise number of people that are expected to attend the event. Include participants and spectators.
 - b. Enter total number of days the facility will be used.
 - c. **Multiply** your answer from "A" times your answer from "B" and enter that number in "C".

Sign and date the application in the boxes provided. Return the application to the County contact person for rating and their signature. They will advise you the amount of premium to be paid.

A cashier's check or money order, payable to Arthur J. Gallagher & Co., is required. No Exceptions!

NEW MEXICO ASSOCIATION OF COUNTIES

Tenant User Liability Insurance Program (TULIP)
Application for Special Events Liability Insurance

Part I: To be completed by tenant user and returned to COUNTY with CASHIERS CHECK or MONEY ORDER payable to Arthur J. Gallagher & Co.

NO COVERAGE PROVIDED WITHOUT A COMPLETE APPLICATION

(1) NAME OF GROUP - TENANT USER			
(2) CONTACT PERSON			
(3) PHONE:		EMAIL:	
(4) COMPLETE MAILING ADDRESS			ZIP CODE:
(5) COUNTY:		(6) SITE BEING USED:	
(7) ADDRESS OF SITE:			
(8) LIST DATE(S) OF EVENT			
(9) DESCRIBE EVENT			
(10)	A) MAXIMUM NO. OF SPECTATORS & PARTICIPANTS PER DAY	B) TOTAL NUMBER OF DAYS OF USE	C) TOTAL FOR ENTIRE EVENT (A X B = C)
	A)	B)	C)
SIGNATURE			DATE

Part II - To be completed by county prior to submission to Arthur J. Gallagher & Co.

D) RATE CHART (circle one)		E) CLASSIFICATION (circle one)			F) ATTENDANCE GROUP (circle one)					
A	B	I	II	III	A	B	C	D	E	F
G) TOTAL PREMIUM		\$								
COUNTY SIGNATURE								DATE		

Coverage provided is through Everest National Insurance Company and Redland Insurance Company, A.M. Best A+ XV & A-IX rated admitted companies. The special events form is \$1,000,000 limits. No Coverage is provided by this policy unless an application has been submitted and a premium has been paid. No Coverage is provided for Liquor Liability unless the submitted application includes a premium payment for Liquor Liability. No coverage by this policy for Paid Professional Entertainment or talent unless specifically endorsed hereon. This insurance does not apply to "Bodily Injury" or "Personal Injury" or death of any person while rehearsing or practicing for, participating in, or traveling to and from any contest or exhibition of an athletic, dance or sports nature.

Mail application and payment in time to be received at least two working days prior to the event.

MAIL TO:

ARTHUR J. GALLAGHER & CO.
Attn: Kelly Hines
15 Enterprise, Suite 200
Aliso Viejo, CA 92656

NEW MEXICO ASSOCIATION OF COUNTIES
TENANT USERS LIABILITY AND THIRD PARTY PROPERTY DAMAGE
INSURANCE PROGRAM RATING SCHEDULE
 1/1/08-1/1/09

CHART A

RATES (1 THROUGH 4 DAYS)					
DAILY ATTENDANCE SPECTATORS/PARTICIPANTS	CLASS I	CLASS II	CLASS III	LIQUOR LIABILITY (Plus additional premium for liquor liability)	
A 1-100	\$100	\$130	\$185	\$75	
B 101-500	\$130	\$175	\$250	\$185	
C 501-1500	\$185	\$235	\$375	\$260	
D 1501-3000	\$240	\$375	\$505	\$375	
E 3001-5000	\$345	\$495	\$720	\$490	
F 5001 +	Refer to AJG	Refer to AJG	Refer to AJG	TBD	
Add 10 % to the premium for Each Additional Insured (Other than the Program Sponsor) up to a maximum of \$1000					

CHART B

MULTIPLE RATES (5 OR MORE DAYS)					
TOTAL ATTENDANCE SPECTATORS/PARTICIPANTS	CLASS I	CLASS II	CLASS III	LIQUOR LIABILITY (Plus additional premium for liquor Liability)	
A 1-100	\$125	\$220	\$375	\$110	
B 101-500	\$180	\$280	\$455	\$275	
C 501-1500	\$285	\$430	\$560	\$435	
D 1501-3000	\$395	\$555	\$690	\$600	
E 3001-5000	\$520	\$735	\$915	\$750	
F 5001 +	Refer to AJG	Refer to AJG	Refer to AJG	TBD	
Add 10 % to the premium for Each Additional Insured (Other than the Program Sponsor) up to a maximum of \$1000					

EXHIBITOR/CONCESSIONAIRES RATING SCHEDULE
PREMIUMS IN ADDITION TO ABOVE DAILY RATES

EXHIBITORS – NO SALES	\$45.00 PER DAY/PER EXHIBITOR up to \$300 PER DAY
CONCESSIONAIRES – NON-FOOD SALES	\$65.00 PER DAY/PER CONCESSIONAIRE up to \$425 PER DAY
CONCESSIONAIRES – FOOD SALES	\$75.00 PER DAY/PER CONCESSIONAIRE up to \$475 PER DAY
ATTRACTIONS – PERFORMERS	\$150.00 PER DAY/PER CONCESSIONAIRE up to \$950 PER DAY
*PRODUCTS LIABILITY COVERAGE IS EXCLUDED ON ALL EXHIBITORS AND CONCESSIONAIRES.	

For Assistance Call:
 Kelly Hines: (949) 349-9800
 FAX: (949) 349-9900

SCHEDULE OF RISK CLASSIFICATIONS

(Low Minimum Hazard Risks)

CLASS I

Anniversary Parties	Flower Shows
Antique Shows	Garden Shows
Art Festivals	Graduations
Art Shows	Harvest Festivals-No farm implements/equip.
Award Presentations	Home Shows
Ballets or other Classical Dance Shows	Jam and Jazz Concerts-Indoors
Banquets	Job Fair-Indoors
Bazaars	Ladies Club Events
Beauty Pageants	Lectures
Birthday Parties	Luncheons
Body Building Contests	Meetings-Indoors
Business Shows	Pageants
Charity Benefits, Auctions or Sales	Professional and Amateur Association Mtgs.
Church Services or Meetings	Reunions-Indoor
Civic Club Meetings	Séances
Classical Music Concerts-Indoors	Scouting Jamborees-No overnight camping
Consumer Shows	Seminars
Conventions in Buildings	Social Receptions
Craft Shows	Speaking Engagements
Debuts	Symphony Concerts
Debutante Balls	Teleconferences
Drill Team Exhibitions	Telethons
Educational Exhibitions	Trade Shows-Indoors
Electronics Conventions	Vacation Shows
Fashion Shows	Voter Registration
Fishing Events	Wedding Receptions

SCHEDULE OF RISK CLASSIFICATIONS

(Medium Average Hazard Risks)

CLASS II

Bingo Games
Classical Music Concerts-Outdoors
Festivals and Cultural Events-Indoors
Jam and Jazz Concerts-Outdoors
Job Fairs-Outdoors
Meetings-Outdoors
Old Timer Events
Picnics held at grounds without pools or lakes
Political Rallies
Reunions-Outdoors
School Band Competitions or Events
Soap Box Derbies
Social Gatherings-Outdoors
Trade Shows-Outdoors
Union Meetings

SCHEDULE OF RISK CLASSIFICATIONS
(Moderate Hazard Increased Exposure Average Risk)

CLASS III

Aerobics & Jazzercise Classes or Events
Baseball
Basketball
Bicycle Rallies-Not including races
Casino & Lounge Shows
Country Western Events-No rodeos or rides
County Festivals and Fairs-No rides
Festivals and Cultural Events-Outdoors
Film Showings
Heads of State Events
Ice Skating Shows
Junior Athletic Games
Karate Meets
Livestock Shows
Nightclub Shows
Parades-Under 500 spectators
Proms
Softball Events
Sporting Events in Buildings-Non-professional
Theatrical Stage Performances
Volleyball Events

SCHEDULE OF RISK CLASSIFICATIONS

(Risks that may be acceptable - Submit to Company)

CLASS IV

Aircraft & Balloon Events
Animal Acts and Shows
Bicycle Rallies, Races & Events
Block Parties, Street Closures, Street Fairs over 5,000 in attendance
Boat Shows
Bungee Jumping
Carnivals
Circuses
Concerts with Rap, Hip Hop, Heavy Metal, Ska Punk or similar types of music
Evangelistic Meetings with Faith Healing or Similar Activities
Events with Armed Private Security
Events with Known Attendance Prior to the Event of Greater than 5,000 people
Events with prior losses
Exotic Animal Shows & Events
Film Production
Fireworks
Gun and Knife Shows
Hang-gliding/Sky Diving
Hot Air Balloon Rides/Events
Instructional Classes – drivers education, flying or health
Laser Tag
Luge
Marathons/Walkathons
Mechanical Amusement Devices including – Mechanical Bulls
Mosh Pits
Motorized Sporting Events
Nightclub Shows
Overnight Camping & Retreats
Paint Ball
Parachuting
Parasailing
Political Rallies
Professional Sports
Pyrotechnics
Raves
Record Signings in stores
Renaissance Fairs/Festivals
Rodeo and Roping Events – Professional
Roller Coasters/Sky Coasters
Rummage Sales – other than for charity
Saddle Animals
Sidewalk Sales
Skate Boarding
Ski Events

CLASS IV (continued)

Slam Dancing

Swap Meets/Flea Markets

Swimming and Pool Facilities

Temporary Grandstands

Tobogganing

Tractor Pulls

Trampolines

Wall Climbing

War Games/Re-enactments

Water Events

Water Slides

Anything not otherwise classified in Classes I, II or III above

NMAC TULIP RATING EXAMPLE 1-DAY EVENTS

(8) LIST DATE(S) OF EVENT	11/4/08		
(9) DESCRIBE EVENT	Political Rally		
(10)	A) MAXIMUM NO. OF SPECTATORS & PARTICIPANTS PER DAY	B) TOTAL NUMBER OF DAYS OF USE	C) TOTAL FOR ENTIRE EVENT (A X B = C)
	A) 2,000	B) 1	C) 2,000

D) RATE CHART (circle one)	E) CLASSIFICATION (circle one)	F) ATTENDANCE GROUP (circle one)
A B	I II III	A B C D E F
G) TOTAL PREMIUM	\$375	

CALCULATION

- Rate Chart A
- Classification II
- Attendance Group D
- Event Premium \$375

NMAC TULIP RATING EXAMPLE 2-4 DAY EVENTS

(8) LIST DATE(S) OF EVENT	11/23/08 and 11/24/08		
(9) DESCRIBE EVENT	Theatrical Stage Performance - Play		
(10)	A) MAXIMUM NO. OF SPECTATORS & PARTICIPANTS PER DAY	B) TOTAL NUMBER OF DAYS OF USE	C) TOTAL FOR ENTIRE EVENT (A X B = C)
	A) 300	B) 2	C) 600

D) RATE CHART (circle one)	E) CLASSIFICATION (circle one)	F) ATTENDANCE GROUP (circle one)
A B	I II III	A B C D E F
G) TOTAL PREMIUM	\$375	

EXAMPLE: $300 \times 2 = 600$ Total Spectators/Participants (Attendance Group B)

CALCULATION

- Rate Chart A
- Classification III
- Attendance Group C
- Event Premium \$375

NMAC TULIP RATING EXAMPLE 5 OR MORE DAY EVENTS

(8) LIST DATE(S) OF EVENT	8/4, 9/8, 10/6, 11/3, 12/8, 1/5, 2/2, 3/2, 4/6, 5/4		
(9) DESCRIBE EVENT	Classical Music Concert		
(10)	A) MAXIMUM NO. OF SPECTATORS & PARTICIPANTS PER DAY	B) TOTAL NUMBER OF DAYS OF USE	C) TOTAL FOR ENTIRE EVENT (A X B = C)
	A) 100	B) 10	C) 1,000

D) RATE CHART (circle one)	E) CLASSIFICATION (circle one)	F) ATTENDANCE GROUP (circle one)
A B	I II III	A B C D E F
G) TOTAL PREMIUM	\$285	

**NOTE: FOR MULTIPLE RATES (5 OR MORE DAYS)
 USE BOX 10 C - TOTAL FOR ENTIRE EVENT**

CALCULATION

- Rate Chart B
- Classification I
- Attendance Group C
- Event Premium \$285