



October 28, 2016

Dear Eastern University Vendor/Partner:

As part of the University's risk management program, all vendors/partners that participate in a University sponsored program or event at any of Eastern University's campus locations must provide the Finance and Operations Office with proof of insurance coverage.

Participants shall secure and maintain in force, for the event term, insurance as provided herein. Each participant/organization shall provide Eastern University with a current certificate of insurance for all coverages and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after 30 days written notification to the Finance and Operations Office for Eastern University.

The insurance to be provided by the partnering organization shall be as follows:

1. Commercial general liability insurance or its equivalent for bodily injury, personal injury and property damage including loss of use, with minimum limits of:
 - \$1,000,000 each occurrence;
 - \$500,000 damage to rented premises;
 - \$5,000 medical expense (any one person);
 - \$1,000,000 personal and advertising injury;
 - \$3,000,000 general aggregate; and
 - \$2,000,000 products/completed operation aggregate.
2. Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:
 - Liability arising out of the ownership, maintenance or use of any auto; and automobile contractual liability
3. Workers compensation insurance or its equivalent with statutory benefits as required by any state or Federal law:
 - \$500,000 each accident for bodily injury by accident;
 - \$500,000 each employee for bodily injury by disease; and
 - \$500,000 policy limit for bodily injury by disease.
4. Sexual abuse/molestation insurance or its equivalent with a minimum limit of \$1,000,000 per occurrence in the event that the conference or event includes minors.
5. Eastern University shall be named as additional insured on general liability, excess or umbrella liability and professional liability, where applicable.
6. Participant accident insurance or its equivalent for athletic teams (external) with a minimum limit of \$25,000 per occurrence.

The partner, prior to the date of event, should provide this certificate of insurance as proof of coverage to the Finance and Operations Office at Eastern University. The University will assume no liability for a vendor's failure to comply.

If you have any questions regarding this policy, please contact Sophia Tahopoulos in the Finance and Operations Office at (610) 341-5948. Thank you for your continued cooperation.

Sincerely,

J. Pernell Jones

Vice President for Finance and Operations