Dear Common Ground Country Fair Exhibitor,

We have always required our vendors to carry appropriate insurance to cover their liability at the Fair. As part of the changes to the 2020 General Fair Guidelines we will now require proof of insurance via a Certificate of Insurance (COI) from all vendors and exhibitors participating at the Fair. In this letter we aim to outline what is required for a Certificate of Insurance to be valid for the Fair and how to obtain a COI for new or unfamiliar vendors.

A COI which meets the criteria noted below, is required in the Fair office by June 1st. If we have not received a COI, we will withhold mailing your confirmation packet, which includes parking and admission passes, and you will not be allowed to set up on site. Please be sure that the coverage and the documentation you submit meet these requirements.

**Insurance Requirements:**

- A Certificate of Insurance listing the vendor/exhibitor as the insured. A copy of your policy is not acceptable. Only a Certificate of Insurance will be accepted.
- General liability and completed operations insurance coverage with $2,000,000 general aggregate and $1,000,000 for each occurrence for the duration of the Fair.
- The insurance must be valid for the dates of the Fair, September 25-27, 2020, and during the vendor’s move-in and move-out period.
- List MOFGA as additionally insured.
- List MOFGA as the Certificate Holder. Include on the certificate MOFGA’s address: MOFGA, PO Box 170, Unity, ME, 04988.
- Includes a description of your operation or activities at the Fair.

**Alternative Insurance Options:**

- Livestock: Proof of membership in the Maine Association of Livestock Exhibitors (MALE) or New England Ox Teamsters serves as proof of insurance for most activities at any state fair. You can find more information at [https://mainelivestockexhibitors.org/memberships/](https://mainelivestockexhibitors.org/memberships/). Please send us a photocopy of the membership cards of anyone who will be working with your livestock as proof of insurance.
- If you currently do not have insurance and will only need a policy for the Fair, the Kyes Insurance Company is offering a group insurance policy to Common Ground Country Fair vendors. If you are interested, please contact Andrea Carrier at 207-474-9576.

Thank you for your understanding. If you have any questions, please contact the Fair office at commonground@mofga.org or by phone at 207-568-4142. We are looking forward to seeing you at the 2020 Common Ground Country Fair.

Sincerely,
Common Ground Country Fair Staff

April Boucher  Anna Swanson  Tami Colburn
Fair Director  Fair Coordinator  Fair Assistant

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