



Contract Instructions for Vendors/Performers

Contracts are detailed and time sensitive documents. They must be completed and turned in 3 weeks before an event

- Please print out the **PDF Contract** the Student Organization provided for you.
 - Page 1: First paragraph will list your information the Student Organization has provided us. Please ensure this is correct.
 - Page 5: Hand-Sign with pen your signature on the “By” line. Complete the other “Performer” information under signature.
 - A digital signature will not be accepted
 - Page 6: Please read through the information about the event. Check to make sure the Student Organization has included the correct times and set-up as needed. The Vendor information must match the “name of insured” listed on the COI (see below).
 - Scan/email/send the full contract (all pages included) back to the Student Organization.
- A **Certificate of Insurance (COI)** is also required to accompany a contract. It is the vendor’s responsibility to secure a valid COI from their insurance company. Please see the sample below for reference and ensure all highlighted areas are present and correct amounts included. *COIs will not need the Umbrella piece unless specifically requested by our Office.*

ACORD CERTIFICATE OF LIABILITY INSURANCE

NAME OF WHO IS INSURED: People Film Producer

DATE POLICY IS IN EFFECT: 1/01/2008

DATE IS CURRENT: 1/01/2008

PER OCCURRENCE NEEDS TO BE AT LEAST \$1,000,000: General Aggregate \$1,000,000

GENERAL AGGREGATE NEEDS TO BE AT LEAST \$2,000,000: Combined Single Limit \$2,000,000

MUST BE CHECKED IF UMBRELLA IS NEEDED: [X] Umbrella Liability

IF UMBRELLA IS NEEDED, IT NEEDS TO BE AT LEAST \$1,000,000: Umbrella Liability \$1,000,000

THEY MUST NOTE THAT GEORGE MASON UNIVERSITY IS AN ADDITIONAL INSURED: [X] Additional Insured

THEY MUST LIST GEORGE MASON UNIVERSITY HERE AS THE CERTIFICATE HOLDER: People Certificate Holder

SAMPLE