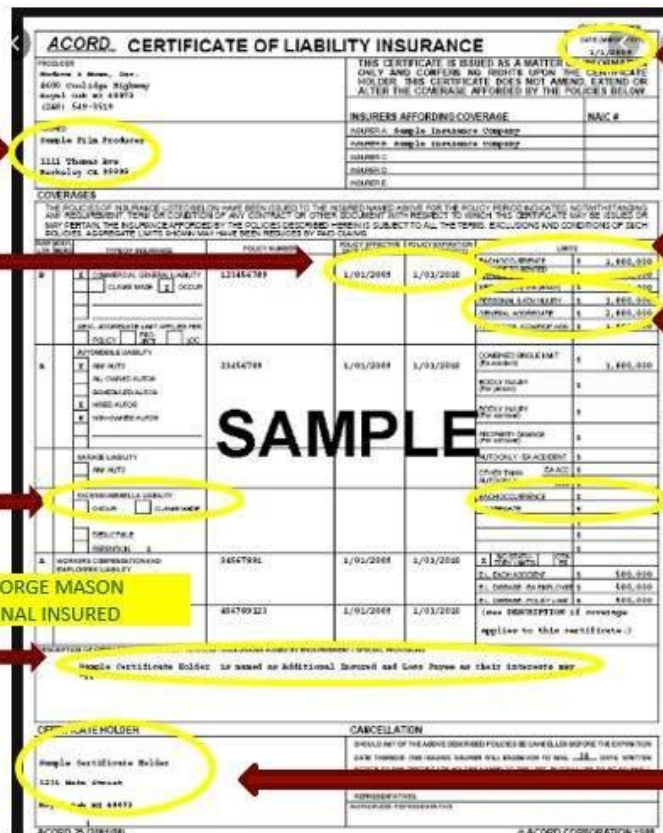


Contract Instructions for Vendors/Performers

Contracts are time sensitive documents. They must be completed and turned in 20 days prior to the 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 to 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

INSURED: People Film Producer
1211 Chain Ave
Nashville TN 37203

INSURERS AFFORDING COVERAGE: People Film Producers

DATE: 1/01/2008

COVERAGES:

COVERAGE	FORM	POLICY NUMBER	START DATE	EXPIRATION DATE	LIMITS
1. AUTOMOBILE LIABILITY	1	12184781	1/01/2008	1/01/2008	\$1,000,000
2. HOMEOWNERS LIABILITY	2				\$1,000,000
3. PERSONAL AUTO LIABILITY	3				\$1,000,000
4. GENERAL AGGREGATE LIABILITY	4				\$2,000,000
5. UMBRELLA LIABILITY	5				\$1,000,000
6. COMMERCIAL AUTO LIABILITY	6	33454788	1/01/2008	1/01/2008	\$1,000,000
7. BOILER AND MACHINERY	7				\$1,000,000
8. BODILY INJURY (PERSONAL AUTO)	8				\$1,000,000
9. BODILY INJURY (COMMERCIAL AUTO)	9				\$1,000,000
10. PERSONAL AUTO COLLISION	10				\$1,000,000
11. PERSONAL AUTO COMPLETION	11				\$1,000,000
12. PERSONAL AUTO THEFT	12				\$1,000,000
13. PERSONAL AUTO UNINSURED MOTORIST	13				\$1,000,000
14. PERSONAL AUTO UNDERINSURED MOTORIST	14				\$1,000,000
15. PERSONAL AUTO MEDICAL PAYMENT	15				\$1,000,000
16. PERSONAL AUTO UNEMPLOYMENT BENEFITS	16				\$1,000,000
17. PERSONAL AUTO LOSS OF USE	17				\$1,000,000
18. PERSONAL AUTO REPAIR	18				\$1,000,000
19. PERSONAL AUTO RENTAL CAR	19				\$1,000,000
20. PERSONAL AUTO TOWING	20				\$1,000,000
21. PERSONAL AUTO TRUCK RENTAL	21				\$1,000,000
22. PERSONAL AUTO TRUCK TOWING	22				\$1,000,000
23. PERSONAL AUTO TRUCK TOWING	23				\$1,000,000
24. PERSONAL AUTO TRUCK TOWING	24				\$1,000,000
25. PERSONAL AUTO TRUCK TOWING	25				\$1,000,000

CERTIFICATE HOLDER: People Film Producer, 1211 Chain Ave, Nashville TN 37203

Annotations:

- DATE IS CURRENT (points to 1/01/2008)
- NAME OF WHO IS INSURED (points to People Film Producer)
- DATE POLICY IS IN EFFECT (points to 1/01/2008)
- PER OCCURRENCE NEEDS TO BE AT LEAST \$1,000,000 (points to \$1,000,000)
- GENERAL AGGREGATE NEEDS TO BE AT LEAST \$2,000,000 (points to \$2,000,000)
- MUST BE CHECKED IF UMBRELLA IS NEEDED (points to UMBRELLA LIABILITY)
- IF UMBRELLA IS NEEDED, IT NEEDS TO BE AT LEAST \$1,000,000 (points to \$1,000,000)
- THEY MUST NOTE THAT GEORGE MASON UNIVERSITY IS AN ADDITIONAL INSURED (points to ADDITIONAL INSURED section)
- THEY MUST LIST GEORGE MASON UNIVERSITY HERE AS THE CERTIFICATE HOLDER (points to CERTIFICATE HOLDER)