



Washington County Fair Certificate of Insurance Requirements

Please send this page to your Insurance Agent or Risk Department to aid them in preparing your Certificate of Insurance correctly.

1. All vendors shall supply a Certificate of General liability Insurance with at least \$1,000,000 limit per occurrence and \$2,000,000 in aggregate **and include the Additionally Insured Endorsement** with your COI. The additionally insured endorsement will be additional page/s after the Acord form or something equivalent. This could be the umbrella policy stating that the policy can be changed by contract or by sending a CG 2026.
2. Your company name and business address must be Named Insured on the policy.
3. In the Description of Operations box, you must list:
Certificate holders, Washington County, Washington County Fair Board, their agents, officers, elected officials, employees and volunteers as additional insured in respect to the Washington County Fair.
4. In the Certificate Holder Box, you must list:
Washington County Fair 801 NE 34th Ave. Hillsboro, OR 97124 (503) 648-7208.
5. **All Certificates of Insurance must be accompanied by the Additionally Insured Endorsement page/s.** Please be sure your insurance agent/risk department understands the importance of the additionally insured endorsement policy appearing as presented above. Your insurance paperwork will not be complete without and will not be accepted.
6. Failure to supply insurance by June 27, 2025 may result in termination of your contract without refund. The Washington County Fair can purchase insurance on your behalf for \$165.

Proof of Auto Liability Insurance

All Vendors who drive vehicles to the fair shall provide proof of Automobile liability insurance for Bodily Injury and Property Damage for Contractor's vehicles per Oregon State law, whether owned, hired, or non-owned. If your business insurance covers auto, please include it on your certificate of insurance.

If you are driving onto the Washington County Fairgrounds with a trailer or business/commercial vehicle you will be required to provide proof of Automobile liability insurance for Bodily Injury and Property Damage for Contractor's vehicles, whether owned, hired, or non-owned (see Attachment A). Additional auto insurance may be required as the Washington County Fair requires:

- Automobile liability with a minimum of \$100,000/\$300,000 for Bodily Injury and \$25,000 Property Damage for Contractor's vehicles whether owned, hired, or non-owned.
- Automobile liability insurance of a combined single limit per accident, or the equivalent of not less than \$1,000,000.

Please contact Bob O'Loughlin if you need insurance or have any questions.