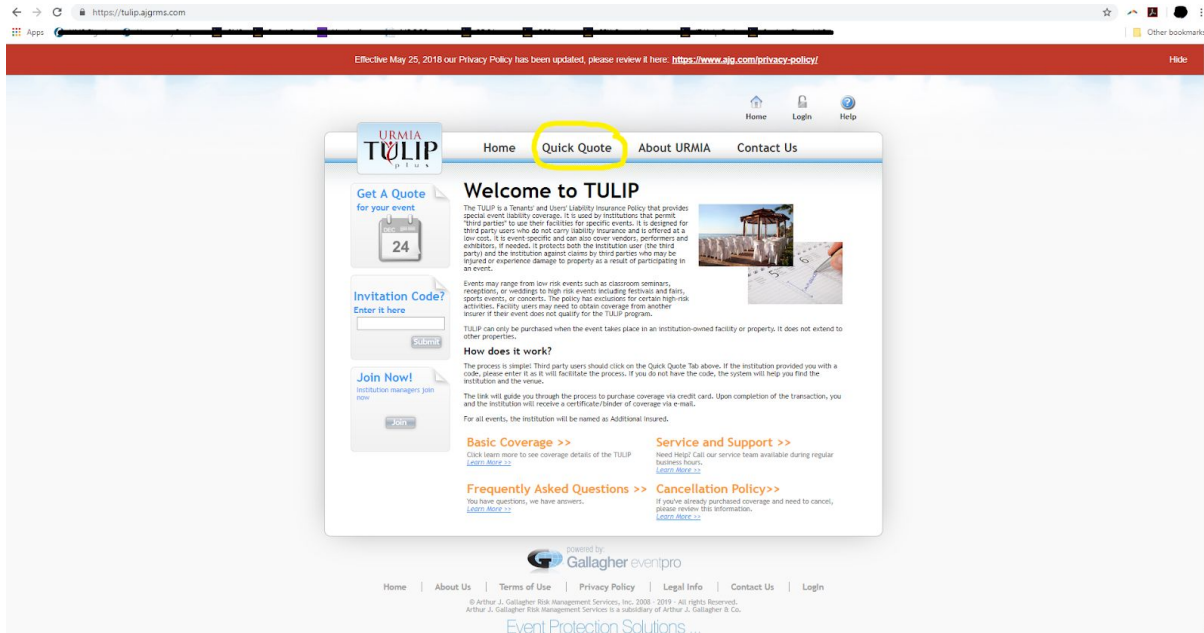


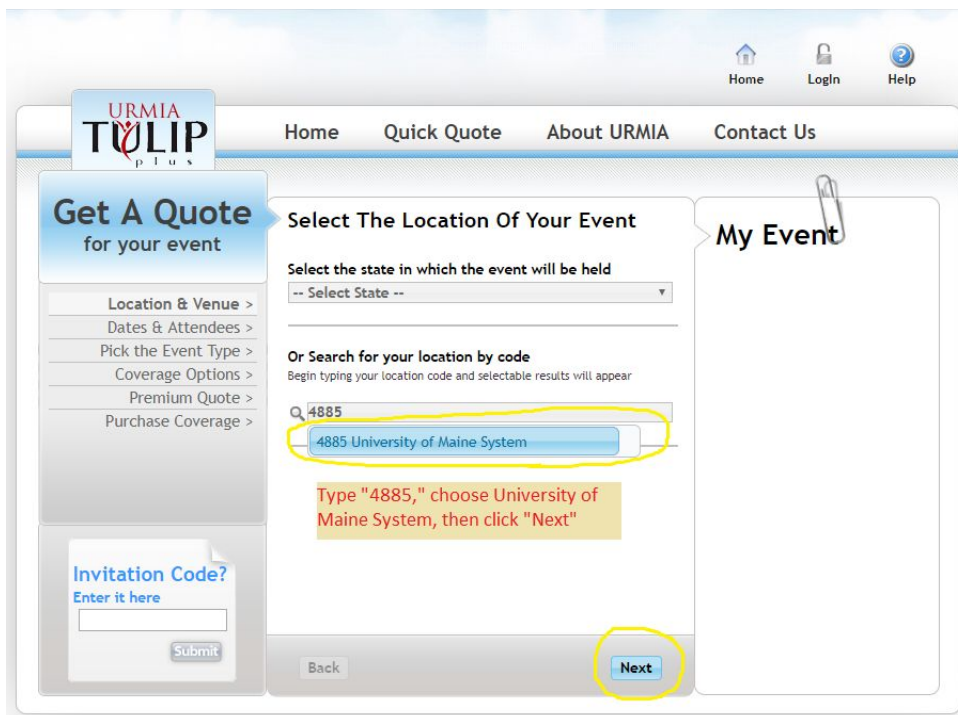
University of Maine System (UMS) TULIP event insurance instructions

As a vendor of the University of Maine System (UMS), you are required to provide proof of insurance naming UMS as additional insured. If you do not already have professional liability insurance in the amount of \$1,000,000 per occurrence (or more), you can purchase one-time event insurance through the TULIP program. This document outlines the steps to create a quote and purchase insurance.

1. Visit this page: <https://tulip.ajgrms.com/>
2. Choose "Quick Quote" at the top of the page



3. Type "4885" to search for the University of Maine System. Choose and then click "Next."



University of Maine System (UMS) TULIP event insurance instructions

4. Choose event date(s) and enter average anticipated daily attendance.

URMIA TULIP plus

Home Quick Quote About URMIA Contact Us

Home LogIn Help

Get A Quote for your event

- Location & Venue >
- Dates & Attendees >
- Pick the Event Type >
- Coverage Options >
- Premium Quote >
- Purchase Coverage >

Invitation Code? Enter it here

Submit

Select Dates For Your Event

Choose Event Dates Selected Dates (0)

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Enter the Average Daily Attendance

Example: If the event is 3 days and there will be 25 people the first day, 30 people the second day, and 500 the third day please enter 185. (555/3 = 185)

Back Next

5. Select Event Type. Note: "Lectures" is the best choice for most workshop or conference speaking engagements. Check with your UMS contact if you are unsure.

URMIA TULIP plus

Home Quick Quote About URMIA Contact Us

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Get A Quote for your event

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Invitation Code? Enter it here

Submit

Select Your Event Type

Select your event type from the list:

-- Select Event Type --

Or Search for your event type:

Begin typing your search text and selectable results will appear

Lecture

Lectures

Choose from list or type text to see results. "Lectures" is best choice for most workshop or conference speaking engagements

Back Next

My Event

Location: University of Maine System
16 Central St
Bangor, Maine 04354

Venue: University of Maine System

Event Dates: Tue, May 21, 2019

Average Daily Attendance: 100

University of Maine System (UMS) TULIP event insurance instructions

6. Select additional coverage options. The \$1,000,000 base coverage meets UMS's requirements, and unless directed by Risk Management that more coverage is required, no excess coverage is needed. Most events will also choose "No" for the other 2 options on this page.

Get A Quote for your event

- ✓ Location & Venue >
- ✓ Dates & Attendees >
- ✓ Pick the Event Type >
- Coverage Options >
- Premium Quote >
- Purchase Coverage >

Invitation Code?
Enter it here

Select Additional Coverage Options for your Event

Would you like excess coverage?

Yes No

Will alcohol be sold during the event?
This includes cash bars, charity events where tickets are sold, etc. By selecting Yes you will be purchasing additional Liquor Liability coverage.

Yes No

Vendors, Exhibitors, or Performers
Are you responsible for covering vendors or exhibitors for your event (caterer/concessionaire, DJs, booth exhibitor, etc.)?

Yes No

My Event

Location:
University of Maine System
16 Central St
Bangor, Maine 04354

Venue:
University of Maine System

Event Dates:
Tue, May 21, 2019

Average Daily Attendance:
100

Lectures

7. Review quote and click next. \$100 (plus fees) is the standard rate for a one-day event.

Get A Quote for your event

- ✓ Location & Venue >
- ✓ Dates & Attendees >
- ✓ Pick the Event Type >
- ✓ Coverage Options >
- Premium Quote >
- Purchase Coverage >

Invitation Code?
Enter it here

Coverage Limits

Coverage	Limits
General Aggregate	None
Product/Completed Operations	\$1,000,000.00
Personal/Advertising Injury	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Fire Damage	\$50,000.00
Liquor Liability	N/A
Third Party Property Damage	\$1,000,000.00
Excess Liability Limit	N/A

Premium Computation

General Liability	\$75.00
Liquor Liability	\$0.00
Third Party Property Damage	\$25.00
Excess Liability	\$0.00

Vendor Liability

Exhibitors	\$0.00
Concessionaires (no food sales)	\$0.00
Concessionaires (with food sales)	\$0.00
Attractions	\$0.00
Total Fees	\$3.00

Total Premium & Fees **\$103.00**

My Event

Location:
University of Maine System
16 Central St
Bangor, Maine 04354

Venue:
University of Maine System

Event Dates:
Tue, May 21, 2019

Average Daily Attendance:
100

Lectures

Excess Coverage?
No

Will alcohol be served?
No

Will vendors be apart of the event?
No

University of Maine System (UMS) TULIP event insurance instructions

8. Complete the form with the event title and your information. Click submit and you will be redirected to another page within Gallagher to submit payment information.

The screenshot shows the URMIA TULIP website interface. The main navigation bar includes 'Home', 'Quick Quote', 'About URMIA', and 'Contact Us'. The 'Purchase Coverage' section is highlighted with a yellow box and contains the following fields:

- Event Title *
- Contact Name * PRESENTER'S NAME
- Address * PRESENTER'S INFORMATION
- Address 2
- City *
- State * -- Select State --
- Zip / Postal *
- Phone *
- Email *
- Payment Method * Credit Card

Other elements on the page include a 'Get A Quote for your event' sidebar with a 'Purchase Coverage' link, an 'Invitation Code?' field, and a 'My Event' section on the right with details for the University of Maine System event on May 21, 2019. A 'Submit' button is circled in yellow at the bottom right.

9. Complete your billing information and process the transaction.

The screenshot shows the payment processing page for Arthur J. Gallagher & Co. The page displays the following information:

- Order ID: 22118
- Amount: \$103.00

The 'Billing Address' section includes fields for Country (UNITED STATES), Address, City, State/Province (Maine), and Zip/Postal Code.

The 'Credit Card Details' section includes fields for Cardholder Name, Card number (Account Number), Card Expiration Date (January / 2019), and Security code (CVV).

The 'Payment Authorization' section contains a 'Process Transaction' button and a 'Cancel' button. A note below the buttons states: 'Click "Process Transaction" to charge your credit card. Only click the button once. Using "Back", "Refresh" or "Cancel" button after you press "Process Transaction" button will not stop the transaction from being processed and may result in a double charge.'

After payment, you should be provided with a certificate of insurance for the event. Please provide a copy of this documentation with your signed contract with UMS.

We appreciate doing business with you. Thank you!