

## FACT SHEET: INSURANCE

General liability insurance is required for all events at Mississauga Celebration Square.

COMMON ACRONYMS	
CoM	City of Mississauga
MCS	Mississauga Celebration Square

### DEADLINES

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**MINIMUM 30 DAYS PRIOR TO EVENT**, if purchasing insurance through the City's provider, event organizer completes and submits the [quotation form](#).

**MINIMUM 7 DAYS PRIOR TO EVENT**, event organizer submits proof of insurance to CoM

**DAY OF EVENT**, event organizer must carry the following as proof of insurance coverage:

- Insurance contract
- Quote from Integro
- Certificate of Insurance

### REQUIREMENTS

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- \$5 million general liability insurance
- Name "The Corporation of the City of Mississauga" as an additional insured
- Cover all event dates including set-up and clean-up
- Proof of Insurance will only be accepted on the [City of Mississauga template](#)
- It must be ***signed, dated, and stamped*** by the insurance provider or broker

### INTEGRO

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To purchase insurance through the City of Mississauga's insurance provider:

1. Complete the [quotation form](#). Include all of your event details to ensure adequate coverage.
2. Email the form to all the following:
  - [risk.management@mississauga.ca](mailto:risk.management@mississauga.ca)
  - [Lillian.Bannon@integrogroupp.com](mailto:Lillian.Bannon@integrogroupp.com)
  - [Charmaine.Soares@integrogroupp.com](mailto:Charmaine.Soares@integrogroupp.com)
  - [Valerie.Tankongchun@integrogroupp.com](mailto:Valerie.Tankongchun@integrogroupp.com)
3. A quote will be emailed to you from Integro within five (5) business days

4. Accept or decline the quote:
  - a. If **declined**, email the above with response
  - b. If **accepted**, follow the steps below
5. Make payment to the Customer Service Centre (Central Library, ground floor) or by calling 905-615-4100 x3. Cheques are payable to the Corporation of the City of Mississauga.
6. The Customer Service Centre will provide you with the following once payment is made:
  - Insurance contract
  - Quote from Integro
  - Certificate of Insurance

### **BLANKET VENDOR INSURANCE**

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Blanket Vendor Insurance provides insurance coverage for the Event Organizer (group, organization or person) and all independent vendors participating in the event. A vendor is a person or business that has paid to rent, or has been given, space or a booth from the Event Organizer for the purpose of selling or promoting their own products or services. Blanket Vendor Insurance is highly recommended to ensure enough coverage is in place to protect both the Event Organizer and the City. It can also save time and money. If you would like to purchase blanket vendor insurance through the City's provider, you must indicate this in the body of your email and on the quotation form.

Additional information about Insurance is available at [www.mississauga.ca](http://www.mississauga.ca)