

# IOWA STATE UNIVERSITY

## Insurance Fact Sheet – Annual Food Vendor Certificate

In accordance with the policies and procedures of Iowa State University, vendors providing food products for ISU registered organizations must be adequately insured. An original Certificate of Insurance must be submitted **at least five (5) days prior to the event**. The insurance requirements are as follows:

- 1. The company must be at least A rated by Best's.**
  - The insurance companies providing coverage must be of an acceptable financial rating as determined by Iowa State University Risk Management.
  - We may make an exception, but ISU retains the right to require the A rating. We will not accept unrated companies.
- 2. State of Iowa; Board of Regents, State of Iowa; and Iowa State University must be named as additional insureds.**
  - We must be shown on the certificate as an additional insured for liability coverage.
- 3. We require occurrence coverage.**
  - The certificates should be marked “occurrence.” If there is no box marked “occurrence,” we require the notation “occurrence form” in the Special Conditions box.
- 4. The certificate must be complete.**
- 5. We require the following limits:**
  - **General Liability**  
The policy must provide the following coverage and limits as a minimum: \$1,000,000 combined single limit per occurrence for bodily injury including death, personal injury and property damage.
  - **Worker's Compensation and Employer's Liability**  
The policy must provide for the Statutory Limits of \$100,000/\$500,000/\$100,000. Also required under Worker's Compensation is a Waiver of Subrogation in favor of Iowa State University/State Board of Regents.
  - ISU reserves the right to require higher limits at its sole discretion.
- 6. The certificate must include the following language: “for all events held at Iowa State University.”**
- 7. The policy shall provide for thirty (30) days notice to Iowa State University in the event of any modification, cancellation, or termination.**
- 8. Insurance policy term must be for the duration/term of contract or specific to the event date(s).**  
The term of coverage shall coincide with the dates of the agreement. The certificates shall provide 30 days notice of cancellation or material change of coverage to the certificate holders.

---

*Vendors: Please give this notice to your insurance agent so that he or she can make sure your insurance coverage and certificate meet our specifications. Mail the certificate to the Office of Risk Management, Iowa State University, 3618 Administrative Services Building, Ames, Iowa 50011. For questions, please contact: Deborah Keys, Program Coordinator, (515) 294-7711 Fax #: (515) 294-3105.*