



SDP CHAPTER INSURANCE CERTIFICATE REQUESTS

Please send requests for Certificate of Liability Insurance to chapters@decorativepainters.org, one or two weeks ahead of the time it is needed.

When requesting a Certificate of Liability Insurance, there are several items of information that are required. Failure to provide full information on your initial request will delay the Certificate issuance until all required information is received.

REQUIRED INFORMATION:

1. The Chapter name and authorized Chapter contact person's name, address, and email.
2. The name and address of the facility or organization requesting the Certificate. This is vital!! Every Certificate must show the Certificate Holder's information. You cannot use the Certificate sent to each Chapter annually as it is strictly for each Chapter's confirmation they are included in the SDP master policy.
3. The purpose of the Certificate and the event dates. Some examples are annual Christmas banquet on Dec. 20, art display June 1-7, room used for monthly meetings, etc.
4. If the use of the facility asking for the Certificate involves a written contract or use/rental agreement, please review it thoroughly and inform SDP of any specific requirements such as adding the facility as an Additional Insured(s). A contract copy is helpful, especially if your event is a convention. These items must be indicated on the Certificate or the Certificate will be rejected by the facility.
5. If the facility requests any insurance coverage beyond the basic Additional Insured and/or Waiver of Subrogation endorsement forms that result in a premium charge, your Chapter will be responsible for reimbursing the SDP office for those charges.
6. If you are conducting a convention, remember it is covered at no charge only if it is no more than five (5) days long and the attendance is under 500. The SDP insurer offers a separate Special Event policy if you exceed these parameters. A Convention Cancellation policy is also available to cover lost income and/or the facilities cancellation penalties if the event is cancelled. Contact the SDP office for further information at 316-269-9300 or chapters@decorativepainters.org.