# **Tenant Users Liability Insurance Program**



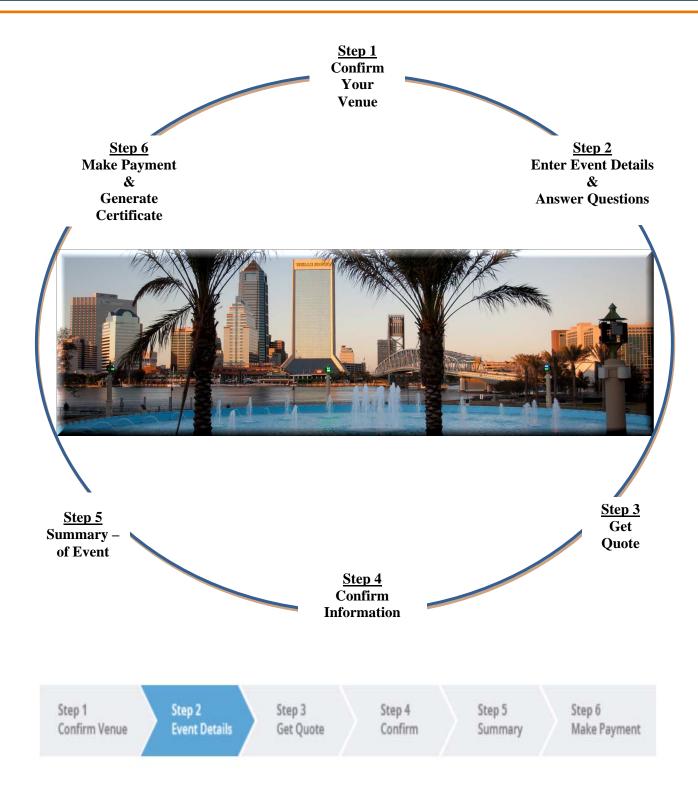


Tenant users can obtain a quote without obligation to purchase by doing the following:

- Visit the TULIP website at <u>www.onebeaconentertainment.com</u>
- Under Under TULIP Event Insurance click on
- Enter Venue ID code: (or Searchable by name)
- Complete the first three steps of the form to obtain a quote
- If you are ready to purchase just complete the form and pay with a credit card\*

Should you require further assistance please call the OneBeacon Entertainment TULIP help desk at **800-507-8414** Monday through Friday between 8:30 A.M. and 5:30 P.M. *Pacific Time* 

\*Note: Fully refundable if cancelled prior to the event

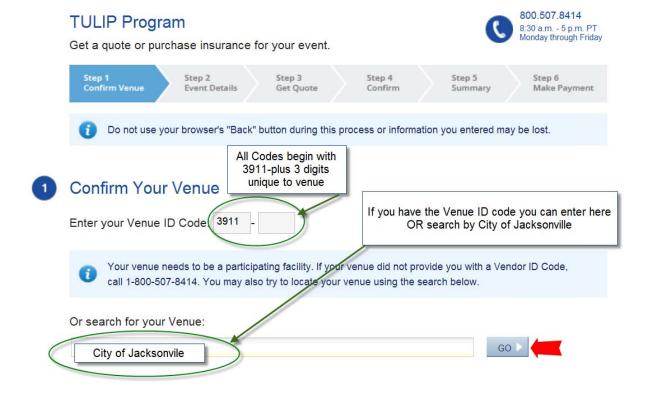


# LOG IN:

# www.onebeaconentertainment.com



### STEP 1 - Confirm Venue





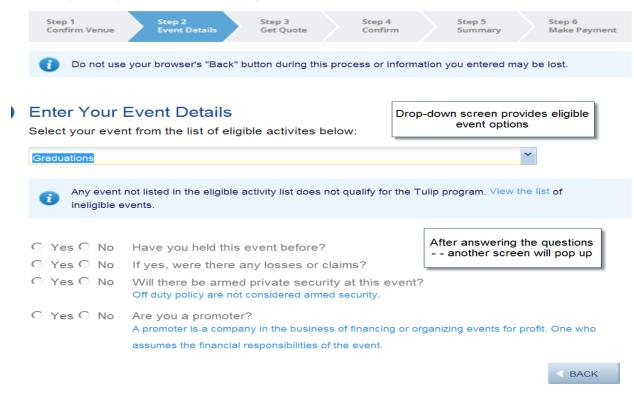
Please Note: For venue's not shown "unnamed locations - various" – please use the City's main code 3911-000 OR select "City of Jacksonville, 117 W. Duval Street, Suite 335"

**STEP 2 – Event Details** 

### **TULIP Program**

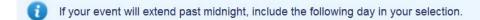
Get a quote or purchase insurance for your event.





Select the date range for your event:







\* Average daily attendance?

- Complete this section only if vendors participating in your event do not carry their own insurance. This coverage offers protection for you should a claim arise as a result of the vendor's negligence.
- 0 How many concessionaires will sell food products?
- 0 How many concessionaires will sell non-food products?
- 1 How many exhibitors that **do not** sell products or services?
- 0 How many attractions will be there, including performers?



# STEP 3 – Get Your Quote

# **TULIP Program**



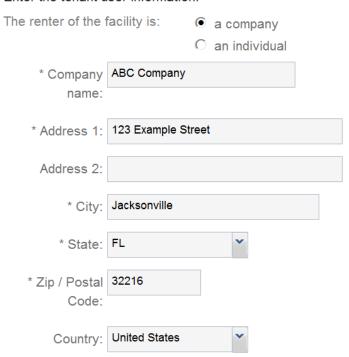
Get a quote or purchase insurance for your event.



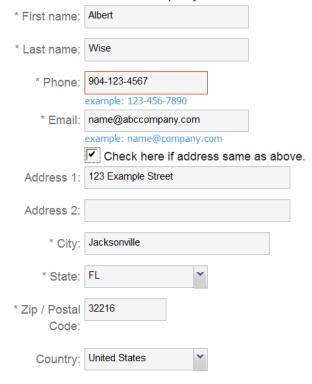
Premium Quote and Contact Information



#### Enter the tenant user information:



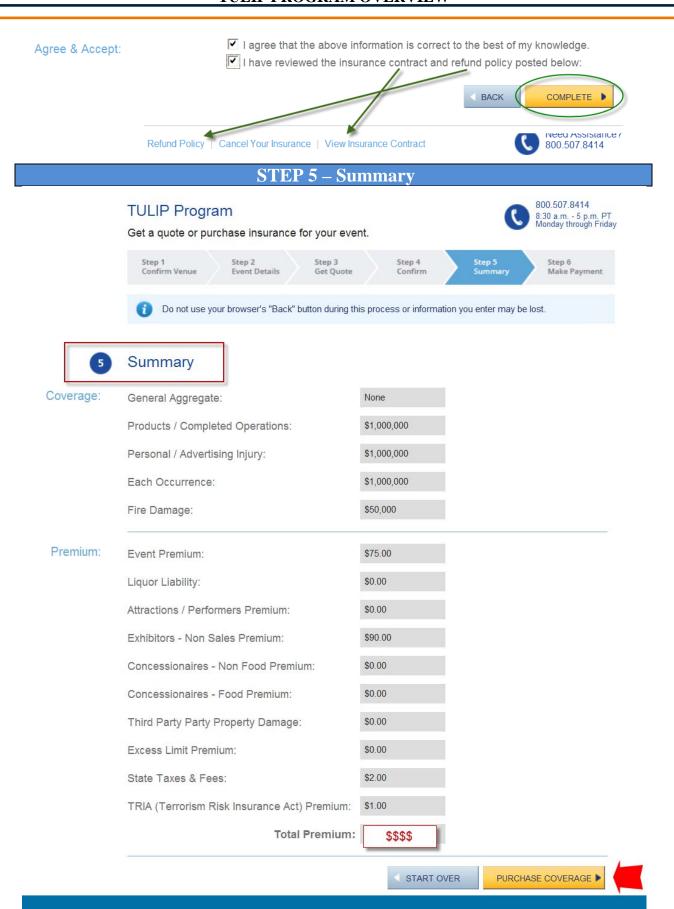
### Enter a contact for the insurance policy:



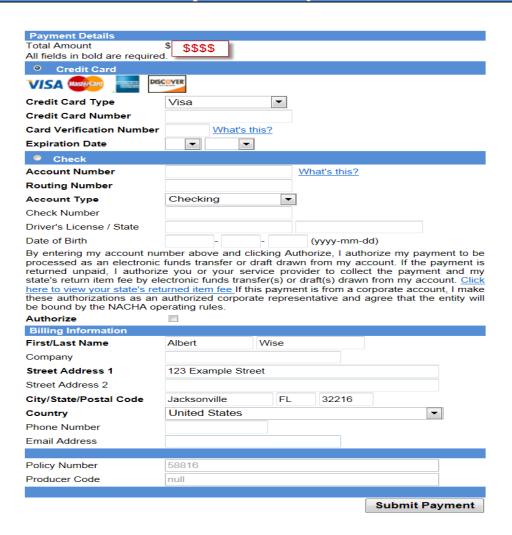


### STEP 4 – Confirm Information 800.507.8414 **TULIP Program** 8:30 a.m. - 5 p.m. PT Monday through Friday Get a quote or purchase insurance for your event. Do not use your browser's "Back" button during this process or information you entered may be lost. Review and Confirm Information Facility: Venue ID Code: 3911 - 004 Alberts Field Facility Name: Address 1: 12073 Brady Road Address 2: City: Jacksonville State: FL Zip: 32223 Event Details: Graduations Event Type: Event Name: 2014 Graduations - example 8/7/2014 8/8/2014 Dates: Length in Days: Event held prior: no Armed private security at this event: no Average Daily Attendance: 50 Number of concessionaires that will sell food products or services: 0 Number of concessionaires that will sell non-food products or services: 0 Number of exhibitors that do not sell products or services: 1 Number of attractions, including performers: 0 Liquor liability coverage: no Insured: Insured Name: ABC Company Address 1: 123 Example Street Address 2: City: Jacksonville State: FL Zip / Postal Code: 32216 Country: US Contact: First Name: Albert Last Name: Wise Phone: 904-456-7890 Email: name@abccompany.com Address 1: 123 Example Street Address 2: City: Jacksonville State: FL Zip / Postal Code: 32216

Country: US



### Step 6 – Make Payment





Please note that payment processing may take a few moments to complete. Do not click your browser's Back button or try to close or refresh the screen during this time as it may negatively impact your transaction.

Please wait until you receive a confirmation that your payment was processed successfully. If you do not receive a confirmation within 45 seconds please contact Customer Service at (800) 507-8414.

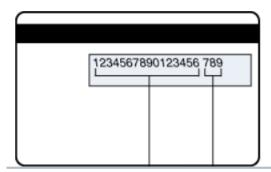
Please use the information that appears on your credit card statement. Incomplete or incorrect information may result in a delay or cancellation of your order.

# **Card Verification Number**

This code is a three- or four-digit number printed on the back or front of credit cards. This number ensures that your customer has physical possession of the card at the time of the order.

Visa	Card Verification Value (CVV2)	Back of the card: if present, 3 digits in the signature area to the right of the credit card number
MasterCard	Card Verification Code (CVC2)	Back of the card: if present, 3 digits in the signature area to the right of the credit card number
American Express	Card Identification Number (CID)	Front of the card: 4 digits on the right above the card number
Discover	Card Identification Number (CID)	Back of the card: if present, 3 digits in the signature area to the right of the credit card number
Diners Club	Card Identification Value (CVV)	Back of the card: 3 digits in the signature area
JCB	Card Identification Number (CVN)	Front of the card: 4 digits on the left below the card number

Sample card verification number for Visa, MasterCard, Discover, and Diners Club:



# **FINAL**

Once submitted successfully – a certificate will be automatically generated to print, email and a copy will be emailed to the designated contacts for The City of Jacksonville