

INSTRUCTIONS - GTOAA EVENT INSURANCE ORDER FORM

Please follow these instructions carefully to complete the J.C. Taylor Agencies "Request for Certificate of Insurance" form.

Line by line instructions –

1. NAME AND ADDRESS OF CLUB: GTO Association of America, P.O. Box 455, Timnath, Colorado 80547.
2. NAME OF REQUESTING REGION OR CHAPTER: Enter the specific name of your chapter and your chapter address.
3. CLUB CONTACT PERSON FOR THIS EVENT: Enter the name of your event coordinator or chapter President.
4. PHONE NUMBER: Enter the phone number of your event coordinator or chapter President.
5. DATE OF EVENT: Enter the exact date of your event.
6. APPROXIMATE NUMBER OF MEMBERS THAT WILL ATTEND: Enter an estimate for the number of members that will attend your event.
7. TYPE OF EVENT: Enter car show, cruise, meeting...as applicable.
8. WILL BLEACHERS BE USED? Circle "YES" or "NO" as applicable.
9. WILL YOU BE SIGNING A LEASE OF PREMISES CONTRACT? Circle "YES" or "NO" as appropriate and note that if you answered "YES", you will need to provide a copy of the contract to the insurance company.
10. LOCATION OF EVENT: Enter the specific location and address for the event.
11. OWNER OF THE PREMISES WHERE THE EVENT WILL BE HELD: Enter the owner's name or business name and address as applicable.
12. CERTIFICATE MAILED TO: Enter the name and address of the person that you want the insurance company to send the certificate to.
13. SPECIAL INSTRUCTIONS:

Enter items such as special requests from the owner of the event location. Send completed form to:

Loretta Dearing c/o

J.C. Taylor Agencies

320 South 69th Street

Upper Darby, PA 19082

Or, Fax completed form to: 610-853-3823 or email to: tmeakim@jctaylor.com

For questions, contact Tom Meakim at J.C. Taylor Insurance: (800) 272-6784.