Dear Vendor,

The Scripps Research Institute (TSRI) requires that all vendors conducting business with TSRI are required to provide your organization’s Certificate of Insurance. We also require that when obtaining your Certificate of Insurance that The Scripps Research Institute is added as an “additional insured”. Unless otherwise stated the values below will meet the minimum requirements for doing business with TSRI.

Certificate of Insurance forms must be on file with the Procurement Department before **October 13, 2017** to participate in ResearchFest 2017 held on October 27, 2017.

**Please direct your Certificates of Insurance to:**

The Scripps Research Institute  
Procurement Department  
130 Scripps Way, 4B1  
Jupiter, FL 33458  
Tel: 561-228-2065  
Fax: 561-228-3094  
Email: lcarlson@scripps.edu

**Worker’s Compensation.** Worker’s Compensation Insurance in the amount required by applicable state law, and Employer’s Liability Insurance with limits of no less than One Million Dollars ($1,000,000.00). Scripps shall not be deemed to be the employer of any of Supplier's employees or contractors even if Supplier's employees or contractors perform any work on Scripps’ premises. Contractor/Seller shall also procure and maintain an Alternate Employer Endorsement that requires, among other things, Supplier's Worker’s Compensation carrier to reimburse Scripps’ Worker's Compensation carrier for any Worker's Compensation claims paid out by Scripps' carrier to any of Supplier's employees or contractors.

**Commercial General Liability.** Commercial General Liability Insurance covering premises-operations, independent contractors, products and completed operations, personal injury and advertising injury, contractual liability including Contractor’s/Seller’s indemnity and other obligations under this Contract, broad form property damage, fire legal liability and with no exclusion for loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to by insurers as the “XCU” hazards, in an amount no less than One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) in the annual aggregate.

**Automobile.** Business Automobile Insurance covering claims and damages for bodily injury, death and property damage arising out of the ownership, maintenance or use of any owned, rented and non-owned vehicles used in connection with this Contract, in an amount no less than One Million Dollars ($1,000,000.00).