

# Safe Kids Day 2019 Booth Registration Form

**Registration Deadline: April 15<sup>th</sup>** with proof of COI

Hello and thank you for hosting a free booth at Safe Kids Day 2019 at University Village in Albany, CA on Saturday, May 4, 2019. You will receive a confirmation email within 2-3 days after submitting your registration form.

## SAFE KIDS DAY INFORMATION

### EVENT SCHEDULE

7:00 am - 8:30 am = Early morning table and chairs set-up  
8:30 am - Registration and check-in table open  
8:30 am - 9:45 am = Booth set-up time  
9:00 am - 9:45 am = Car seat event set-up + pre-event meeting  
9:45 am - All booths and car seat event set-up and ready to go  
10:00 am - 1:00 pm = Safe Kids Day event  
1:00 pm - Event tear-down

### LIABILITY WAIVERS

All volunteers must be 18 years old and older and sign a liability waiver for both Alameda County EMS and U.C. Berkeley. The Alameda County EMS waiver is attached to the [Volunteer Registration form](#). The U.C. Berkeley waiver is hosted on the University Village Recreation website and requires you to create a login. Once logged in, add "Village Event – Waivers Only – Safety Fair" to your cart and checkout. The process takes no more than five minutes. If you have difficulty or questions, contact Joonie Kim at (510) 528-5391 or [joonie@berkeley.edu](mailto:joonie@berkeley.edu).

### PARKING

Please allow extra time to find parking. You will be able to unload in a designated unloading zone at 8<sup>th</sup> Street and Jackson Street. A detailed parking map will be emailed a couple of weeks prior to the event.

### VOLUNTEER CHECK-IN

All volunteers must check-in at the Registration Table prior to participating. The Registration Table opens at 8:30 am.

### BOOTHS

Booth set-up begins at 8:30 am and must be set-up and ready to go by 9:45 am. Please make sure your booth is staffed at all times. All volunteers must check-in at the Registration Table where you will receive a map to your booth location.

### CAR SEAT EVENT

All car seat technicians, instructors, assisting volunteers and traffic control must report to the event location by 9:00 am. Please check-in at the Registration Table between 8:30 am and 8:50 am. A map of the event location and assignments will be sent prior to the event.

**Please enter the primary contact for your agency:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_ City: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Please indicate if the Primary Contact will be a volunteer at your agency's booth:**

Yes, the primary contact will volunteer at the booth

No, the primary contact will not be attending the event

**Describe the focus of your booth and your proposed interactive health & safety activity:**

**Booth Logistics:**

Each booth will come with 1 table and 2 chairs. Agencies are responsible for providing their own canopy and tablecloth. All booths will be outside. Please let us know if you need special requirements (e.g., space, proximity to another booth, electricity, etc.) and we will do our best to provide these accommodations.

**Volunteers:**

Please list the names and email addresses of everyone who will be staffing your booth. Each person will need to complete a **Volunteer Registration Form** and sign the liability waivers.

FName: \_\_\_\_\_ LName: \_\_\_\_\_ Email Address: \_\_\_\_\_

FName: \_\_\_\_\_ LName: \_\_\_\_\_ Email Address: \_\_\_\_\_

FName: \_\_\_\_\_ LName: \_\_\_\_\_ Email Address: \_\_\_\_\_

FName: \_\_\_\_\_ LName: \_\_\_\_\_ Email Address: \_\_\_\_\_

If you have additional volunteer names, please send them to [Emma.Olenberger@acgov.org](mailto:Emma.Olenberger@acgov.org).

**Event Insurance:**

U.C. Berkeley Risk Services requires each agency provides a Certificate of Insurance in order to participate at Safe Kids Day. Send your proof of insurance to [Emma.Olenberger@acgov.org](mailto:Emma.Olenberger@acgov.org) by **April 15, 2019.**

**If your agency already has insurance coverage**, please instruct your insurance company to send the campus department in charge of the space a Certificate of Insurance with the following specifications:

1. You or your organization must be listed as the Insured.
2. The REGENTS OF THE UNIVERSITY OF CALIFORNIA must be listed as an Additional Insured.
3. The Insurer/Producer name and contact information must be on the Certificate.
4. The policy start and end date must encompass the date of your event.
5. The policy must include General Liability coverage of at least \$1,000,000.
6. If you are bringing a vehicle onto campus, the policy must include Automobile Liability coverage of at least \$1,000,000.
7. If you are bringing employees onto campus, the policy must include evidence of Workers' Compensation coverage.
8. The Certificate of Insurance must provide 30 days' advance written notice to the University of any modification, change, or cancellation of any component of the insurance coverage.

**If your agency does not have insurance**, you can obtain coverage from any source. As a convenience, the University's insurance broker, Mercer, offers coverage at competitive rates. The vendor/exhibitor coverage runs around \$85-\$100. It's good for the day of the event only.

1. [Click here](#) to go to the Exhibitor/Performer/Vendor Event Liability page
2. Click on the Liability Application button on the right side to print the application form
3. Once you have completed the application, you can submit it via email to [plsdsteam.service@mercer.com](mailto:plsdsteam.service@mercer.com) or FAX (515) 365-3005
4. If you have questions or need assistance, contact the Mercer Customer Service Center at 866-838-9536 from 6 a.m. to 3 p.m. Pacific Time.

The address for The REGENTS OF THE UNIVERSITY OF CALIFORNIA is:

University of California, Berkeley  
1608 4<sup>th</sup> Street, Suite 217  
Berkeley, CA 94710-7600

**Event Insurance Acknowledgement:**

By entering the date and my initials, I acknowledge our agency will provide a Certificate of Insurance to [Emma.Olenberger@acgov.org](mailto:Emma.Olenberger@acgov.org) by **April 15, 2019.**

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**To submit this form: If you are using Internet Explorer, click the submit button and it will be attached to your email client. If you are using Chrome/Firefox, click the print button, change the print destination to "Save as PDF" and save the form to your computer and then email it to: [Emma.Olenberger@acgov.org](mailto:Emma.Olenberger@acgov.org)**