

Helpful Hints when submitting your application.

In order to assure the timely review of your application and to apply all available risk management credits to your annual premium, please note the following:

- 1) Please be certain to list the number of CTPs in Section 1, question #8;**

- 2) If you have participated in *any* of Berkely's Risk Management Seminars in the past, please provide the name of the Convention City and date. We will apply a credit regardless of which seminar you or a staff member attended.**

- 3) For Domestic Tour Operators (75% or more to U.S. or Canadian destinations)**
 - complete all sections of the application (1, 2 and 3);
 - forward a sample tour brochure that includes your “Disclaimer / Responsibility” Statement;
 - forward an outline of your standard procedures for the collection of certificates of insurance from your transportation vendors;

- 4) For International Operators (25% or more to foreign destinations)**
 - complete all sections of the application (1, 2 and 3);
 - forward a sample tour brochure that includes your “Disclaimer / Responsibility” Statement;
 - forward a sample transportation vendor agreement (motorcoach, air, vessel). This should include additional insured protection or an indemnification in favor of your company;
 - forward an outline of your standard procedures for the collection of certificates of insurance from your transportation vendors;

- 5) For “high-risk” destinations (Africa; Central America; South America; Mexico; Middle East; Southeast Asia; and/or Eastern Europe;**
 - Please forward a copy of your crisis management plan.