

Date

Agent Name

Address

City/State, Zipcode

Dear (name):

The Associated Students of the University of Nevada would like to consider **(Name of Agent)** to the University of Nevada, Reno campus with the following specifications in mind:

- Date:
- Time:
- Location:
- Compensation: **(Amount)** to be paid/mailed by check to **(Name of Agent)** upon completion of the event.
- Breakdown of product/service:

Should we consider your contract it would have to include with it before it supporting documentation before it can be forwarded for official signature:

- W-9 for the entity or individual receiving payment.
- **Board of Regents of the Nevada System of Higher Education on Behalf of the University of Nevada, Reno** to be included in the Signature Block and Purchaser name
- Insurance, Works' Compensation and Employer's Liability Insurance requirements including:

Commercial General Liability: (MINIMUM LIMITS)

Each Occurrence \$1,000,000

Products/Completed Operations Aggregate \$1,000,000

Personal and Advertising Injury \$1,000,000

General Aggregate \$1,000,000

Additional Insured Endorsement

The Additional Insured endorsement is required on all liability policies. Request the endorsement to read as follows: Board of Regents, Nevada System of Higher Education shall be named as an additional insured for all liability arising from the contract.

Business Automobile Liability: (MINIMUM LIABILITY LIMITS)

Owned, Non-Owned, or Hired Automobiles \$ 1,000,000 per accident combined single limit.

Workers' Compensation and Employer's Liability Insurance

Workers' Compensation and Employer's Liability Insurance is always required for any contractor who uses employees or subcontractors.

Affidavit of Rejection of Coverage (University can provide this form)

If a contractor has rejected workers' compensation coverage under applicable Nevada law, the contractor must indicate the basis for the rejection of coverage and complete, sign and have notarized an Affidavit of Rejection of Coverage. The Affidavit must be completed, signed and notarized.

Please mail or fax the signed contract with specifications listed above and additional supporting documentation to your advisor at (775) 784-1859. The contract will represent a firm and binding offer **ONLY** upon signature by Leah Gorbet, Controller, on behalf of the Nevada System of Higher Education, The University of Nevada, Reno and ASUN.

Please contact us with any questions you may have at (775) 784-6589.

Sincerely,

Assistant Director of Student Activities
The University of Nevada, Reno