



AUDIO VIDEO RESOURCES

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Phoenix AZ 85040
602.643-4300ph / 602.643.4275 fax

The information listed below outlines our current requirements for client certificates of insurance. Clients are required to have their insurance agency submit a Certificate of Insurance *prior* to renting equipment.

The specific requirements for the Certificate of Insurance are as follows:

- ✓ **Audio Video Resources** must be named as **ADDITIONAL INSURED.**
- ✓ **Audio Video Resources** must be named as **LOSS PAYEE.**
- ✓ The Certificate must provide **SPECIAL FORM** coverage.
- ✓ The certificate must indicate coverage for **EQUIPMENT RENTED FROM OTHERS** and in the control of the lessor.
- ✓ Equipment coverage must be at **REPLACEMENT COST.**
- ✓ The Certificate must provide **beginning and ending dates of the policy**, whether it is annual coverage or short term.
- ✓ The Certificate must provide **amount of policy coverage and the related deductibles.**

In addition to the above, international shipments (outside the 48 contiguous United States) require additional special coverage as follows:

- ✓ Policy must state **worldwide coverage.**
- ✓ Policy must provide **coverage for transit.**

The following information is provided as a guide in providing the certificate:

- ✓ The certificate **MUST be sent directly from the client's insurance agency**, rather than from the client.
- ✓ A general liability policy alone is **NOT** acceptable.
- ✓ If the certificate does not provide annual coverage, the client must submit a new certificate prior to any future rentals.
- ✓ The certificate **must be received and approved by Audio Video Resources in advance of rental.**

Please fax response to: 602.643.4275
Attention: Rentals