

CARNIVALS | SMALL EVENTS

REQUIRED DOCUMENTATION

What You Need to Submit?



Agreement

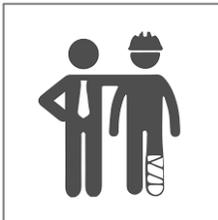
CARNIVAL Agreement for events lasting 2 or more days.
SMALL EVENT Agreement for shorter events.

ADOM agreement must remain unaltered; do not sign the vendor agreement, attach the vendor's proposal as Exhibit A (including itemized costs), a separate agreement is required for each vendor/carnival operator.



COI

Each vendor/carnival operator must provide a Certificate of Liability Insurance adhering to the ADOM sample certificate format.



Workers' Comp

Workers' Compensation coverage/certificate must comply for each vendor/carnival operator adhering to the ADOM example certificate format.



Permits

- City event authorization letter: use the ADOM example.
- City Certificate of Liability Insurance: use AON Request Form (201) with instructions.

Sent us the agreement, COI, and permit applications in the same package to:
B&P Office Coordinator ✉ trdiaz@theadom.org

All documents are available at

ADOM

E - Library

