

K&K Event Insurance Application Instructions

Special Events page, click "[Vendor Coverage – K&K Insurance](#)" (or here)

Eligibility

Step 1: Select Applicant Type, answer relevant questions, click "Continue"

Step 2: Select type of category/option/type that applies to your application, click "Continue"

Step 3: Enter coverage date along with information requests, click "Continue"

Step 4: Answer "Yes or No" to the Ineligible Operations rubric, click "Continue" if "No"

Rating

Step 5: Select desired General Liability Limit (\$1,000,000), click "Continue"

Quote

Step 6: Review Summary, make any necessary edits

Step 7: Review Coverage and Limits, make any necessary edits, click "Continue"

Insured Information

Step 8: Answer the following question(s), fill in appropriate information, check the answer for whether this is a new account of renewal of coverage, click "Continue"

Additional Information

Step 8: Fill-in answers for Additional Event information, click "Continue"

Certificate of Insurance (Additional Insured) Request

Step 9: Answer whether "you need to request an additional Insured certificate," and fill-in appropriate information

Step 10: Indicate if your relationship of the above entity, then click "Add This Certificate" then click "Continue"

Warranty

Step 11: Review the following terms and check the box for "I have agreed to all the above terms." Fill in remaining fields, click "Continue"

Final Summary

Step 12: Review final summary of entry. If no edits needed, click "Continue to Payment"

Registration

Step 13: Answer "Are you registered," If "No" answer if you are an insurance agent or broker. If "Yes" use credentials to login to your account

Step 14: Once all information has been entered, click "Submit"