

EBI Application Instructions

If you would like a quote, please go to Entertainment Brokers International Web site at <https://www.ebi-ins.com/tulip/>.

Step 1: Select Purchase or Quote. From the homepage, you will see **TULIP- Event Insurance** on the right-hand side of the page. Select “Purchase of Quote” to continue.

Step 2: Confirm your Venue. Enter your Venue ID Code. If you do not know your Venue ID Code, you are able to search for your district name in the search function. TO use the search function, type in the first part of your school name and select “Go.” A drop down will appear and you will need to choose your district. Then, select “Next”

The screenshot shows the TULIP Program interface. At the top, it says 'TULIP Program' and 'Get a quote or purchase insurance for your event.' There is a phone icon and the number '800.507.8414' with the text '8:30 a.m. - 5 p.m. PT Monday through Friday'. Below this is a progress bar with six steps: Step 1: Confirm Venue (highlighted), Step 2: Event Details, Step 3: Get Quote, Step 4: Confirm, Step 5: Summary, and Step 6: Make Payment. A blue banner below the progress bar says 'Do not use your browser's "Back" button during this process or information you entered may be lost.' The main heading is '1 Confirm Your Venue'. Below this is a form with the label 'Enter your Venue ID Code:' and two input boxes. A blue banner below the form says 'Your venue needs to be a participating facility. If your venue did not provide you with a Vendor ID Code, call 1-800-507-8414. You may also try to locate your venue using the search below.' Below this is a search section with the label 'Or search for your Venue:' and a search box containing 'arizona school'. To the right of the search box is a 'GO' button. Below the search box is a dropdown menu showing '(252) results found. Click here to select your venue'.

Step 2: Qualify your event or activity. Click on the drop down menu and select the appropriate event. Answer the next few Yes/No questions.

Step 3: Get your quote. Select the date(s) you want on the calendar. If the event will extend beyond midnight, please also select the following day because coverage is applicable from midnight to midnight of the day selected.

- Fill in the name of the event, the average daily attendance and if you require liquor liability coverage.
- Any exhibitors, concessionaires, or attractions that are not part of your event and require insurance should be identified in the next four boxes. There will be an additional charge for these groups.
- Click on “Quick Quote” and your cost will be calculated.
- If you wish to purchase the insurance, complete the information below.
 - ◆ *Insured Information*–The organization that requires insurance.
 - ◆ If there is no organization, then use your name.
 - ◆ *Contact Information*–If the contact address is the same as the insured, click on the box “check here to use above information” and it will transfer your address. Type in contact name, phone and e-mail. If contact information is different than insured information, fill in the appropriate information.
 - ◆ Click on “continue to next step.”

Review of Information. This page reviews the basic event, facility, insured, and contact information you entered. Make sure that the date and everything else is correct. Check the box, "I agree", at the bottom of the page. Click "continue."

Summary of Coverage and Premium. This page reviews the coverage and cost. The coverage provided meets most school district requirements. Click on "purchase these coverages."

Billing Information. Enter the name, address, and ZIP code that correspond to the information on file with the credit card company. Enter the credit card information and click "continue."

A copy of the credit card receipt will display on the screen. Print for your records.

An e-mail, with the facility use insurance certificate attached, will be sent to the e-mail address provided in the application within a few minutes.