

NGAG Art in the Park DUUO Vendor Insurance Guide

To participate in *Art in the Park*, all vendors are required to obtain event liability insurance. Follow the steps below to complete your DUUO application.

Step 1: Start Your Quote

1. Go to: <https://duuo.ca>
2. Click “**Get Quote**”
3. Select “**Vendor at an Event**”

Step 2: Select Your Event

- Search for the event
- If not found, click “**Can’t find your event**”

Step 3: Enter Event Details

Please enter the following:

- **Event Name:** Art in the Park
- **Venue Name:** Riverside Park
- **Address:** 29 Reuben Crescent
- **City:** Kemptville
- **Province:** ON
- **Postal Code:** K0G 1J0
- *(Leave Unit/Suite blank if not applicable)*

Click **Next**

Step 4: Your Information

- Select **Individual** (*unless you are a registered business*)
- **Province:** Ontario
- **Liability claims in last 5 years:** Select *No* (if applicable)

Click **Next**

Step 5: Booth & Activity Details

- **Booth Size:** Under 200 sq. ft.
- Review and close **Excluded Activities**
- **Food & Beverage Vendor:** No

Click **Next**

Step 6: Coverage Details

- **Event Date:** Enter **June 21** as both the start and end date
- **Liability Coverage:** \$2,000,000

Click **Quote**

Estimated cost: approximately \$20 (may vary slightly)

Step 7: Optional Property Coverage

- Optional protection for your artwork/equipment (up to \$10,000, \$1,000 deductible)
- Select **Yes or No** based on your preference

Click **Next**

Step 8: Agree to Terms

- Review and answer all required questions

- Check “**I Agree**”

Step 9: Event Organizer Details

- **Event Organizer Name:** North Grenville Arts Guild

Click **Next**

Step 10: Additional Insured

Add the following as **Additional Insureds** (if not already listed):

- Municipality of North Grenville
- North Grenville Arts Guild

Step 11: Share Proof of Insurance

- Enter this email to share your certificate:
northgrenvilleartsguild@gmail.com

Step 12: Purchase

- Review your final quote (including tax)
- Click **Purchase**

Important Reminder

Please ensure proof of insurance has been shared with the Guild by deadline.

If you have any questions, feel free to reach out to us at:

northgrenvilleartsguild@gmail.com

Thank you for helping us ensure a safe and successful Art in the Park!