

PARTY CITY HOLDINGS INC. (PCHI)

Requirement for Certificate of Insurance

Party City Holdings Inc. (PCHI) requires that all vendor partners have a valid Certificate of Insurance (COI). Please contact your insurance carrier or have a representative from your company send a valid Certificate of Insurance.

Requirements for COI can be found in Section 2 of the PCHI Vendor Standards Manual under term #29, "Liability Insurance".

The details are summarized below:

1. Vendor shall furnish to PCHI a Certificate of Insurance evidencing such insurance prior to vendor number is being created or reactivated. The renewal should be submitted at least thirty (30) days prior to the expiration of the policy.
2. Comprehensive General Liability insurance including Products Liability coverage with limits of not less than \$2,000,000 each occurrence for; Bodily injury and Property Damage, and a General Aggregate of not less than \$4,000,000 per year. If utilizing an Umbrella policy to meet required limits, indicate the Umbrella follows form.
3. Coverage shall include Contractual Liability, including Defense Costs, and Vendor shall provide Waivers of Subrogation in favor of Party City Holdings Inc.
4. Vendor agrees to continuously maintain such insurance for the period during which any party may, as a matter of law, be entitled to assert a claim against the Indemnified Party.
5. To the extent Vendor shall be providing delivery or other services to Party City Holdings Inc. (not applicable to international vendors), Vendor shall provide evidence of automobile coverage with combined single limits of not less than \$1,000,000 for Bodily Injury and Property Damage, including coverage for Hired and Non-Owned automobile liability as well as statutory Worker's Compensation, and Employer's Liability with limits of \$1,000,000.
6. The policy shall also bear endorsements naming PCHI and its affiliates and subsidiaries as Additional Insured under the Broad Form Vendors Endorsement (Form Number CG D1 26 10 95) as follows:
Party City Holdings, Inc. and its affiliates and subsidiaries
1 Celebration Square,
Woodcliff Lake, NJ 07677 USA
7. Insurance must be carried by an insurer with an AM BEST rating of A VII or better.
8. Notice of Cancellation must be included stating 30 days' notice.
**The Certificate is to be submitted as a one-page document. Please do not submit additional policy documents for review. Include all references of Requirements being met in the Description Section of the Certificate. **

Please submit questions and the COI to vendorrelations@amscan.com

The COI file naming format: Vendor#_COI_Date
(Date should be: MMDDYYYY; for example: 12345_COI_01012023.pdf)