



C.L. "BUTCH" OTTER
Governor
MIKE GWARTNEY
Director

State of Idaho

Department of Administration
Division of Insurance and Internal Support
Office of Group Insurance

650 West State Street Room 145
P.O. Box 83720
Boise ID 83720-0035

Telephone (208) 332-1860 or FAX (208) 332-1888

Wellness Fair Guidelines

Department of Administration 2010

A Wellness Fair can have multiple purposes; the purpose can be to educate employees about current employee benefits; it can be to provide information on local health care providers and medical resources; it can be broadly focused to provide information on community based wellness resources including health care providers, health and wellness service providers (e.g., massage, fitness centers, etc.), and employee benefits.

Following are guidelines to help in planning a successful event:

- Set a date and time that would allow for the largest level of participation
- Secure a site that is easily accessible to employees; consider parking and access issues
- Determine the goal of the Fair – benefits, health care providers, community based services
- Decide what vendors to invite, based on the goal and the size of the facility
- Create a marketing plan to attain a high participation from employees
- Create a vendor registration form and request participating vendors to complete it prior to the Fair. Information to request: primary purpose of business, business contact information, representative's name, booth/display size, table/chair requirements, electricity needs,
- Require vendors to provide proof of insurance with the State named as an additional insured, and include a separate indemnification and defense clause (where in the vendor agrees to indemnify the State in any claims or demands arising out of the vendor's negligent or intentional acts) in the agreement with the vendor. Coverages and limits required are:
 - Commercial General Liability for \$1, 000,000 per occurrence for bodily injury and property damage
 - Workers' Compensation must be at statutory levels set by State
 - Professional Liability (Errors & Omissions) \$1,000,000 per claim or loss \$2,000,000 annual aggregate required. Covers errors in judgment, planning, design, etc. that could result in economic loss to the state, also covers providers professional misconduct, or lack of skill required in those providing the service.
- When service provider must be licensed by the state they should provide proof that their license is current.

If your Wellness Fair is open to any State of Idaho employee, Health Matters will promote it online. Send an email to healthmatters@pte.idaho.gov and include all the details.

January 2010

Serving Idaho citizens through effective services to their governmental agencies.