



Wellness and Benefits Fair Guidelines

Does your agency want to sponsor a Wellness and Benefit Fair for your employees? If so you must follow the established guidelines listed below:

What is a Wellness and Benefits Fair?

Wellness and Benefits Fairs bring variety of health, wellness and benefits providers together to educate employees about current employee benefits, provide information on local health resources and introduce employees to a variety of community-based wellness resources.

How do I plan a successful event?

- Determine the goal of the Fair.
- Set a date and time that allows for the largest level of employee participation.
- Secure a site that is easily accessible to employees (consider parking and other access issues).
- Decide which vendors to invite, based on the goal and size of the facility.
- Create a vendor registration form and request participating vendors to complete it prior to the Fair. Information to request includes: primary purpose of business, business contact information, representatives name, table/chair/electricity requirements.
- Create a marketing plan to attain high participation from employees.

Vendor Requirements:

- All vendors must provide proof of insurance, with the State named as an additional insured and include a separate indemnification and defense clause wherein the vendor agrees to indemnify the State in any claims of 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.
 - Worker's Compensation must be at statutory levels set by the State.
 - Professional Liability (Errors & Omissions) \$100,000,000 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 provider's professional misconduct or lack of skill required in those providing the service.

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.