



Arthur J. Gallagher & Co.
BUSINESS WITHOUT BARRIERS™

National Tenant User Liability Program Tenant Users Liability Insurance Policy (TULIP) Website Instruction

To access the TULIP program, please visit <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>

Step 1 asks you to select your facility (the location your event will be taking place)

1. Enter the actual facility code (provided by facility coordinator)
2. If you do not know the code, there is a search option available
 - a. In the search bar you must first type "Gallagher" and hit "GO"
 - b. A second drop down list box will appear
 1. Choose the location of your event from the list
 - a. Locations are listed in State order

The screenshot shows the OneBeacon Entertainment website interface for the TULIP Program. At the top, there is a blue header with the OneBeacon logo. Below the header, the page title is "TULIP Program" with a phone icon and contact information: "800.507.8414, 8:30 a.m. - 5 p.m. PT, Monday through Friday". A progress bar indicates six steps: Step 1 (Confirm Venue), Step 2 (Event Details), Step 3 (Get Quote), Step 4 (Confirm), Step 5 (Summary), and Step 6 (Make Payment). Step 1 is currently active. A warning message states: "Do not use your browser's 'Back' button during this process or information you entered may be lost." The main heading for Step 1 is "1 Confirm Your Venue". Below this, there is a form to "Enter your Venue ID Code:" with two input boxes. A message box 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." There is a search section titled "Or search for your Venue:" with an input field "Enter venue name" and a "GO" button. At the bottom, another message box says: "The address shown below may be the mailing address for the venue and not the address where the event is being held."

Step 2

1. Select an event from the list
3. Answer the three (3) questions
4. Click: NEXT

Step 3

1. Name your event – **IMPORTANT**: include the name of the facility you will be utilizing for your event.

Example: *"Grandpa's 80th Birthday Party - Terrace Town Hall"*

2. Answer the remaining questions.
3. Click: *Quick Quote* for an instant quote based on the information provided.

Follow the steps to purchase the coverage certificate if desired. The Certificate will be emailed to the email address provided.

Be sure to include the name of the venue/facility where you will be holding your event in the Name Your Event section ! (Step 3)

If you have questions or are having trouble accessing the website, please call our office at 800-333-3231, 8:30 AM MST – 5:00 PM MST and ask for Tracy Paladino or Anita Bruner.

Thank you for your interest in the Gallagher PESD National Tenant User Liability Program.