SWEEPSTAKES / CONTEST ADMINISTRATOR SUPPLEMENTAL

For sweepstakes and contest administrators and promotion agencies that write rules, register and bond promotions, run drawings, and fulfill prizes. Complete with ACORD 125. Attach a description of services, a sample client contract or engagement letter, resumes or credentials of key professionals, and five years of loss runs.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME | DBA | FEIN | YEARS IN BUSINESS

BUSINESS ADDRESS | CITY / STATE / ZIP | WEBSITE

Entity type:
☐ Sole proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Nonprofit

PRIMARY CONTACT / TITLE | PHONE | EMAIL

LICENSES / CERTIFICATIONS HELD | PROFESSIONAL STAFF / TOTAL EMPLOYEES

2 OPERATIONS

Services provided (check all that apply):
☐ Official rules drafting ☐ State registration / bonding ☐ Random drawings ☐ Skill contest judging ☐ Instant-win games
☐ Prize fulfillment ☐ Winner verification / affidavits ☐ Text-to-enter / SMS ☐ Social media promotions

PROMOTIONS PER YEAR | LARGEST PRIZE POOL ($) | ENTRANT RECORDS HELD

LARGEST CLIENT (% OF REVENUE) | WORK OUTSIDE YOUR HOME STATE (%) | WORK SUBCONTRACTED (%)

2-1 Do you run promotions outside the United States? ☐ Yes ☐ No
IF YES, EXPLAIN

2-2 Is every engagement under a signed written contract or engagement letter? ☐ Yes ☐ No
IF NO, EXPLAIN

2-3 Do contracts limit your liability (e.g., to fees paid)? ☐ Yes ☐ No
IF NO, EXPLAIN

3 EXPOSURE & RISK QUESTIONS — PROMOTION LAW & REGISTRATION

New York and Florida require registration and bonding for prize pools over $5,000; agencies that run unregistered promotions may face contractual and professional liability.

3-1 Are official rules reviewed by promotion counsel before launch? ☐ Yes ☐ No
IF NO, EXPLAIN

3-2 Is New York registration filed for prize pools over $5,000? ☐ Yes ☐ No
IF NO, EXPLAIN

3-3 Is Florida registration filed for prize pools of $5,000 or more? ☐ Yes ☐ No
IF NO, EXPLAIN

3-4 Is a surety bond posted whenever a state requires one? ☐ Yes ☐ No
IF NO, EXPLAIN

3-5 Are winners-list filing deadlines tracked on a calendar? ☐ Yes ☐ No
IF NO, EXPLAIN

3-6 Is a free alternate method of entry offered on every sweepstakes? ☐ Yes ☐ No
IF NO, EXPLAIN

This supplemental is an intake document. It does not replace any carrier application and affords no coverage.

3-7 Do you run contests that require a purchase to enter? ☐ Yes ☐ No
IF YES, EXPLAIN

3-8 Do client contracts state who is responsible for registration? ☐ Yes ☐ No
IF NO, EXPLAIN

4 EXPOSURE & RISK QUESTIONS — PRIZES, TEXTING & ENTRANT DATA

Texts sent beyond what entrants consented to led to a $2.25M TCPA class settlement in Hanley v. Tampa Bay Sports & Entertainment.

4-1 Is prize funding received from the sponsor before launch? ☐ Yes ☐ No
IF NO, EXPLAIN

4-2 Are drawings audited by an independent party? ☐ Yes ☐ No
IF NO, EXPLAIN

4-3 Are winners' ages verified before prizes are awarded? ☐ Yes ☐ No
IF NO, EXPLAIN

4-4 Are 1099s issued for prizes of $600 or more? ☐ Yes ☐ No
IF NO, EXPLAIN

4-5 Do you send text messages to entrants? ☐ Yes ☐ No
IF YES, EXPLAIN

4-6 Is consent to marketing texts collected separately from the entry consent? ☐ Yes ☐ No
IF NO, EXPLAIN

4-7 Is entrant data deleted on a fixed schedule? ☐ Yes ☐ No
IF NO, EXPLAIN

4-8 Is entrant data encrypted at rest? ☐ Yes ☐ No
IF NO, EXPLAIN

5 PAYROLL, SALES & REVENUE

ANNUAL REVENUE ($)	LARGEST SINGLE CONTRACT ($)	SUBCONTRACTOR COSTS ($)	TOTAL ANNUAL PAYROLL ($)

6 PRIOR INSURANCE & LOSS HISTORY

CURRENT E&O CARRIER / LIMITS	DEDUCTIBLE / RETROACTIVE DATE	EXPIRATION DATE

DATE OF CLAIM	DESCRIPTION	TOTAL INCURRED ($)	OPEN / CLOSED

6-1 Has a claim alleged a drawing, rules, or registration error? ☐ Yes ☐ No
IF YES, EXPLAIN

6-2 Has a client refused to pay or sued over fees in the past 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

6-3 Has any license, certification, or registration been suspended, disciplined, or investigated? ☐ Yes ☐ No
IF YES, EXPLAIN

6-4 Has any coverage been declined, cancelled, or non-renewed? ☐ Yes ☐ No
IF YES, EXPLAIN

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6-5 Is the applicant aware of any incident or circumstance that could give rise to a claim? ☐ Yes ☐ No

IF YES, EXPLAIN

7 RISK MANAGEMENT & SAFETY

7-1 Are client files and work papers retained for a set period under a written policy? ☐ Yes ☐ No

IF NO, EXPLAIN

7-2 Is multifactor authentication required for email and client data? ☐ Yes ☐ No

IF NO, EXPLAIN

7-3 Are instant-win odds and seeds tested before launch? ☐ Yes ☐ No

IF NO, EXPLAIN

7-4 Are prize-claim wire changes confirmed by phone? ☐ Yes ☐ No

IF NO, EXPLAIN

8 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, may be committing a fraudulent insurance act, which is a crime and may subject such person to criminal and civil penalties. State-specific fraud warnings appear on the insurer's application.

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)	TITLE	DATE

PRODUCER — CORY WASHINGTON & CO. LLC	PRODUCER SIGNATURE (TYPE FULL NAME)	DATE