# RVNA – Quote Insurance for Single or Multiple Day Events Quick User Guide

### Step 1: enter web address into your preferred browser

#### https://www.specialeventinsurance.com/

#### Click on "QUOTE ONLINE NOW"



#### Insuring Special Events for 25+ Years

#### **Step 2: Enter Event Information**

- 1. Enter the Basics
  - a. Use the drop down to enter you are the Event Holder/Organizer/Host
  - b. Use the drop down to Select the State where the event will take place.
  - c. Use the drop down to select the type of event you will be hosting
  - d. Enter the Start Date
  - e. Number of Days Event will last. (Note-if the event is planned to go beyond midnight, add 1 day)
  - f. Enter Number of People Attending the event.

#### 1. Enter The Basics

I'm the Event Holder/Organizer/Host 🗸		
I live in CA 🗸		
I'm hosting a Food Drive		
My event starts on 7/17/2021		
Number of Days (If your event goes past midnight, please add 1 day)		
1		
Maximum Daily Attendance (Number of people attending)		
45		



2.	Select	Your Coverage
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a. Select General Liability or Both by checking the box

## 2. Select Your Coverages



#### b. Use the Dropdown to select your coverage limits.





#### 3. Click Continue for Instant Quote

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Note- If you get the Error Message below, there is information missing. Click back and you will be redirected to the quoting page.



#### Error Messages

If you missed a question or entered incorrect information, please click on the link(s) below to make corrections to your application.

THE BASICS

Your application is incomplete. Please click the link above to complete your application. The question regarding the sale of alcohol must be answered. Donation or charge for entering the event must be answered.

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud, a Faderal Offense.

