



Arthur J. Gallagher & Co.
BUSINESS WITHOUT BARRIERS™

Website Instruction

To access the TULIP program, please visit www.onebeaconentertainment.com

Under Planning an Event? – Event Insurance Click on “Get a free quote”

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 “Alliance of Schools” 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 alphabetical by District

The screenshot shows the OneBeacon Entertainment website interface for the TULIP Program. At the top, there is a blue header with the OneBeacon Entertainment logo. Below the header, the page title is "TULIP Program" and the main heading is "Get a quote or purchase insurance for your event." To the right, there is a phone icon and contact information: "800.507.8414, 8:30 a.m. - 5 p.m. PT, Monday through Friday".

A progress bar indicates the current step: "Step 1 Confirm Venue" is highlighted in blue, followed by "Step 2 Event Details", "Step 3 Get Quote", "Step 4 Confirm", "Step 5 Summary", and "Step 6 Make Payment".

Below the progress bar, there is an information icon and a warning: "Do not use your browser's 'Back' button during this process or information you entered may be lost." The main heading for this step is "1 Confirm Your Venue".

The form asks the user to "Enter your Venue ID Code:" with two input fields. Below this, there is an information icon and a note: "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." The search section is titled "Or search for your Venue:" and includes a text input field labeled "Enter venue name" and a "GO" button.

At the bottom of the search section, there is an information icon and a note: "The address shown below may be the mailing address for the venue and not the address where the event is being held."

Once you have made a selection, please verify you have the correct location before proceeding to the next step.

When you have selected the correct location, you are ready to follow the steps to obtain your quote and purchase coverage if desired. If you do not have the correct location, you can go back to the drop-down list to select again.

If you have questions or are having trouble accessing the website, please call our office at 800-955-8700 and dial option 0. Alternatively, you may contact OneBeacon Entertainment TULIP help desk at 800-507-8414, Monday through Friday between 8:30 A.M. and 5:00 P.M. Pacific Time.

Thank you for your interest in the Gallagher Tenant User Liability Program for the Alliance of Schools for Cooperative Insurance Programs.