

SCOPE OF WORK

- Decorating and putting up all trees and wreaths.
- Before design starts we need to have the vendor go through our current inventory/trees and check lights and provide an inventory list of missing or broken items to be replaced.
- Tear down and place everything back in storage containers, boxes and bags once the holiday is over.
- Decorating can start anytime between November 13-15 or November 20-22 with a completion date of Dec 1. Tear down of all Trees and decorations between Dec 26-28.
- No decorating from 12pm on Friday until 8am on Mondays.
- Must have insurance for being on property. Attached is example.

TREES

- (1)-12ft Tree by The Food Hall
- (2) 9ft tree at the hotel
- (1) 7ft Tree by HR second floor
- (1) 10ft tree in Flint Creek Steakhouse w/ 2 nutcrackers
- (2) skinny trees in high limit e-games area
- (1) 7 ft tree in Qualla Ballroom Pre-function
- (4) Potted Trees at the Food Hall Entrance
- (2) Potted Trees at the West Entrance
- (1) Tree in the executive Office (no decorations)
- (1) Tree at the Employee Entrance (no decorations)
- (1) Tree in the Greatest Hits Lounge

WREATHS & Other Decorations

- (5) Small Decorations on the Light Boxes at the Food Hall
- (2) slender decorations (lamppost) at South Entrance
- (1) garland and/or decorations at the Pony wall in the Food Hall
- (1) Wreath and garland at hotel desk
- (1) XL outside Christmas wreath at the main Porte-co entrance (hung with man lift)
- (10) Bells to be hung at the Porte-Co entrance (hung with man lift)
- (1) 5ft outside pre lit wreath at Smoke Shop
- (3) Small Wreaths on Flint Creek Wall
- (1) small wreath at Flint Creek Host Desk
- (3) Large wreaths inside casino (hung with man lift)
- (10) Bells to be hung at the Porte-Co entrance (hung with man lift)
- (6) small wreaths to cashier stations (hung with man lift or ladder)

●will need to provide their own tools, ladders and must have training on man lift to use casino man lift.

ATTACHMENT A

INSURANCE REQUIREMENTS

Vendor will carry or cause to be carried and maintained in force throughout the entire term of this order insurance coverages as described in paragraphs (A) through (D) below with insurance companies acceptable to Buyer. The limits set forth below are minimum limits and will not be construed to limit Vendor's liability. All costs and deductible amounts will be for the sole account of the Vendor.

(A) Workers' Compensation insurance complying with the laws of the State or States having jurisdiction over each employee, whether or not Vendor is required by such laws to maintain such insurance, and Employer's Liability with limits of \$500,000 each accident, \$500,000 disease each employee, and \$500,000 disease policy limit.

(B) Commercial or Comprehensive General Liability insurance on an occurrence form with a combined single limit of \$1,000,000 each occurrence, and annual aggregates of \$2,000,000, for bodily injury and property damage, including coverage for blanket contractual liability, broad form property damage, personal injury liability, independent contractors, products/completed operations, and when applicable the explosion, collapse and underground exclusion will be deleted.

(C) Automobile Liability insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage to include coverage for all owned, non-owned, and hired vehicles.

(D) Based upon the Order, additional coverages or increase of limits could be required.

OP ID: DF
DATE (MM/DD/YYYY)
04/04/12

ACORD CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

(IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.)

PRODUCER: NAME: ADDRESS: CITY, ST., ZIP: PHONE: FAX: E-MAIL: E-MAIL URL: PRODUCER IDENTIFICATION: SUBROGATION AFFORDING COVERAGE:	CONTRACT NO. / POLICY NO. / POLICY PERIOD: POLICY NUMBER: POLICY PERIOD: POLICY PERIOD: POLICY PERIOD: POLICY PERIOD: POLICY PERIOD: POLICY PERIOD:
--	--

SAMPLE

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
LINE	TYPE OF COVERAGE	MIN. LIMIT	POLICY NUMBER	REVISION	EXPIRES
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMPREHENSIVE GENERAL LIABILITY <input type="checkbox"/> BLENDED <input type="checkbox"/> OCCUR SEVERAL OCCURRENCE LIMITS PER POLICY:	X	X		
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> BODILY INJURY AND PROPERTY DAMAGE <input type="checkbox"/> BODILY INJURY AND PROPERTY DAMAGE <input type="checkbox"/> BODILY INJURY AND PROPERTY DAMAGE <input type="checkbox"/> BODILY INJURY AND PROPERTY DAMAGE LIABILITY LIMITS:	X	X		
D	WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input checked="" type="checkbox"/> BODILY INJURY AND PROPERTY DAMAGE <input type="checkbox"/> BODILY INJURY AND PROPERTY DAMAGE <input type="checkbox"/> BODILY INJURY AND PROPERTY DAMAGE LIMITS:				

DESCRIPTION OF OPERATIONS (LOCAL JURISDICTIONS):
 Cherokee Nation Businesses, L.L.C. (and applicable Subsidiaries)
 777 West Cherokee St
 Cherokee, OK 74015

CERTIFICATE HOLDER: Cherokee Nation Businesses L.L.C. (and applicable Subsidiaries) Attn: Risk Management Department 777 West Cherokee St Cherokee, OK 74015	CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE:
--	---

In each of the above described policies, Vendor agrees to waive and will require its insurers to waive any rights of subrogation or recovery they may have against Buyer its parent, subsidiary, or affiliated companies.

Under the policies described in (B) and (C) above, Buyer its parent, subsidiary and affiliated companies will be named as additional insureds as respects Vendor's operations and as respects any Work performed under this agreement. Any costs associated with naming these additional insureds is included in the order cost. The policies described in (B) and (C) above will include the following "other insurance" amendment: "This insurance is primary insurance with respect to Buyer its parent, subsidiary and affiliated companies, and any other insurance maintained by Buyer its parent, subsidiary or affiliated companies is excess and not contributory with this insurance."

Non-renewal or cancellation of policies described above will be effective only after written notice is received by Buyer from the insurance company thirty (30) days in advance of any such non-renewal or cancellation. Prior to commencing the Work hereunder, Vendor will deliver to Buyer certificates of insurance on an ACORD 25 or 25S form evidencing the existence of the insurance coverages required above. In the event of a loss or claim arising out of or in connection with the Work performed under this order, Vendor agrees, upon request of Buyer, to submit the original or a certified copy of its insurance policies for inspection by Buyer.

Buyer will not insure nor be responsible for any loss or damage, regardless of cause, to property of any kind, including loss of use thereof, owned, leased or borrowed by the Vendor, or their employees, servants or agents, other than property which becomes a part of the contract Works.