

THIMBLE HOW TO & FAQ

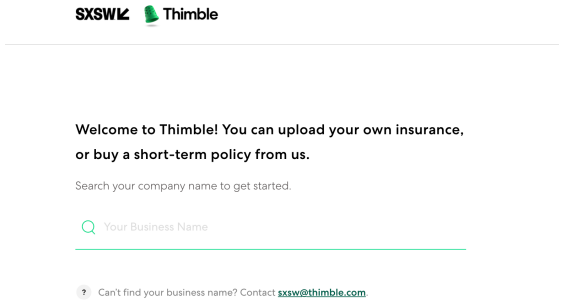
GETTING STARTED

1.) Go to the [SXSW 2022 Client Resource Portal](#) and click [Certificate of Insurance \(COI\) Purchase & Upload](#) (as seen on the right)

INSURANCE

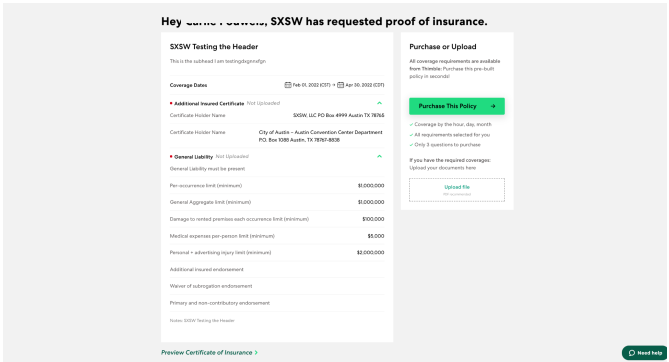
- [Certificate of Insurance \(COI\) Purchase & Upload](#)
- [Sample COI](#)
- [Sample COI – Media Liability Partner Programming](#)

2.) By clicking [Certificate of Insurance \(COI\) Purchase & Upload](#) you will be directed to our insurance platform, Thimble. To begin uploading your COI or to purchase insurance, search for your company name. Once you find your company name simply select it by clicking on it. If you cannot find your company name, please contact sxsw@thimble.com



3.) After searching for your company name and selecting it, you will be directed to the page below. From this page you are able to do the following:

- View the required insurance coverage needed for the event and asset purchased
- Preview a Certificate of Insurance
- Purchase your required policy from Thimble or upload your Certificate of Insurance



PURCHASING INSURANCE

1.) If you need to purchase insurance from Thimble, click the green “Purchase This Policy” button. You will then be directed to the page on the right.

From this page you are able to do the following:

- Purchase insurance
- Add additional coverage

Here's your Vendors (Not Selling Food or Beverages) insurance quote.

This policy was built just for you, with **1 crew members** and **2 Additional Insureds**. Make any changes and then continue to payment.

Coverages

Requested by SXSW

General Liability \$1,000,000 Limit [Edit](#)

General Liability covers you for claims for bodily injury and property damage caused to a third party.

Recommended

Professional Liability None | [Add](#)

Professional liability covers you for claims for errors and omissions in your work.

Customer Property Protection None | [Add](#)

This covers damage to the equipment you're using, if you don't own it.

Business Equipment Protection None | [Add](#)

Covers you for damage to your owned property used in connection with your business.

What activities are allowed and excluded [?](#)

Begin: Feb 1, 2022 12:00 AM (MST)

Ends: Apr 30, 2022 11:59 PM (MDT)

[Review + Purchase](#)

No deductible. Cancel anytime. Underwritten by National Specialty Insurance Company.

[Preview Certificate](#)

2.) Once you have reviewed the insurance you need to purchase, you will be directed to the check-out page. Enter your credit card information, then click the green “Save Payment” button and your purchase will be complete.

You will receive a purchase confirmation email shortly after purchasing. If you have any issues with your purchase please contact sxsw@thimble.com

Here's your Vendors (Not Selling Food or Beverages) insurance quote.

This policy was built just for you, with **1 crew members** and **2 Additional Insureds**. Make any changes and then continue to payment.

Coverages [Edit](#)

Requested by SXSW

General Liability \$1,000,000 Limit

Professional Liability None

Customer Property Protection None

Business Equipment Protection None

What activities are allowed and excluded [?](#)

Your Info [Edit](#)

Carle Poveles
Carle Poveles
carle.poveles@digital.com
610-464-4926

Payment Details

Card Number

Expiration Date / CVV

[Save Payment →](#)

Begin: Feb 1, 2022 12:00 AM (MST)

Ends: Apr 30, 2022 11:59 PM (MDT)

No deductible. Cancel anytime. Underwritten by National Specialty Insurance Company.

[Preview Certificate](#)

UPLOADING A CERTIFICATE OF INSURANCE

1.) If you already have the insurance coverage required from SXSW, you can upload your certificate of insurance by clicking the “Upload File” button.

Hey SXSW has requested proof of insurance.

SXSW Testing the Header
This is the subject I am testing against.

Coverage Date: Feb 01, 2022 00:00 AM - Apr 30, 2022 00:00 AM

Additional Insured Certificate: Not Uploaded

Certificate Holder Name: SXSW LLC, PO Box 4999 Austin, TX 78766

Certificate Holder Name: City of Austin - Austin Convention Center Department, PO Box 1058 Austin, TX 78768-1058

General Liability: Not Uploaded

General Liability (each occurrence)	
Per occurrence limit (eachward)	\$1,000,000
General Aggregate limit (eachward)	\$1,000,000
Damage to rented premises each occurrence limit (eachward)	\$100,000
Medical expenses per person limit (eachward)	\$5,000
Personal and advertising injury limit (eachward)	\$10,000,000

Additional insured endorsement
Waiver of subrogation endorsement
Primary and non-contributory endorsement
Notes: SXSW Testing the Header

[Preview Certificate of Insurance >](#)

Purchase or Upload
All coverage requirements are available. Please Note: Purchase the policy you need to be covered.

[Purchase This Policy →](#)

If you have the required coverages, please upload your certificate here.

[Upload File](#)

2.) After clicking “Upload File” a sidebar will pop up and you can select which coverage you are uploading: You will then be directed to select the dates of coverage for your policy.

Which coverage is this document for?

You can only upload 1 document at a time. Select the coverages this document is for.

General Liability

[Next →](#)



3.) After **selecting dates**, you will be directed to **upload your Certificate of Insurance**.

4.) After submitting your Certificate of Insurance, it will be sent to the Thimble team for approval. If your Certificate of Insurance has any errors or was not approved, you will receive an email from Thimble with a list stating what was not approved.

What dates is this Certificate valid for?

Select the start and end date of this policy to let SXSW when you're covered.

Begins
MM/DD/YYYY

Ends
MM/DD/YYYY

Next →

Upload your document

Upload file or drop files here

Send for Approval →

FAQs

Q: I cannot find my company listed in Thimble.

A: Please contact sxsw@thimble.com.

Q: How many certificate holders are required?

A: You must have **2 certificate holders**.

Q: I need to change the contact information for my company. How can I do this?

A: When you are trying to purchase the insurance policy, you will be able to edit any of your contact information if needed. It will be under "Your Contact Info" and click "Edit" on the right.

Your Contact Info

Edit

Q: If I purchase my insurance through Thimble, how much will it cost me?

A: Since every company comes with different risks and has different coverage needs, we cannot give you a set quote. If you would like a quote estimate, please contact sxsw@thimble.com