



VIRGINIA PORT AUTHORITY
ap-invoices@portofvirginia.com
1431 TERMINAL BOULEVARD
NORFOLK, VA 23505
ATTN: Accounts Payable

VIRGINIA INTERNATIONAL TERMINALS, LLC
APInvoices@vit.org
P.O. BOX 1387
NORFOLK, VA 23501
ATTN: Accounts Payable

HAMPTON ROADS CHASSIS POOL (HRCP)
HRCPIInvoices@vit.org
1431 TERMINAL BOULEVARD
NORFOLK, VA 23505
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TERMINAL ACCESS ADDENDUM

If you will need access to any of The Port of Virginia terminals, please proceed with the following steps:

- **ACCESS AGREEMENT**
- **TWIC CARD**
- **SAFETY CLASS**
- **PORT OF VIRGINIA ACCESS CREDENTIAL**
- **CERTIFICATE OF INSURANCE**

Access Agreement

An Access Agreement is required to enter our terminals and is developed by our Contracts and Insurance departments and is based on the nature of the business being conducted. It outlines the purpose of access, terms and conditions, and limitations of what is permitted on terminal by your business. Please review, sign, and return the provided Access Agreement to sourcing@portofvirginia.com.

TWIC Card

A TWIC is required by the Maritime Transportation Security Act for workers who need access to secure areas of the nation's maritime facilities and vessels. Each person that will require access to the terminal will need a TWIC. It will save time if this step is started while the License Agreement is getting executed. Please go to <https://www.tsa.gov/for-industry/twic> for instructions.

Safety Class

To obtain the Port of Virginia Access Credential, all terminal patrons must have attended a Health, Safety, Security, and Environment Orientation within the past two years. This one-hour class is taught every Tuesday and Friday at noon on the second floor of the main building at VIG, no reservation required.

Virginia International Gateway (VIG)
1000 Virginia International Gateway Terminal Blvd
Portsmouth, VA 23703

Port Of Virginia Access Credential

Each person that will require access to the terminal will need a Port of Virginia Access Credential. Registration should be completed online at <http://register.portofvirginia.com>.

Certificate of Insurance

Your business is required to provide proof of sufficient insurance coverage for the health and safety of The Port of Virginia's employees. Attached are the minimum insurance requirements.

**Insurance requirements are subject to change and will be determined on a case-by-case basis based on the type of work each vendor is hired to perform on the Terminals. These additional requirements will be set out in a VIT Access Agreement.*



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VIT Marine Terminal Minimum Insurance Requirements*

All vendors/contractors must procure and maintain the following insurance policies and liability limits for the duration of the applicable contract unless stated otherwise in a VIT Access Agreement. All insurance policies must be procured from underwriters authorized to transact business in the Commonwealth of Virginia by the Virginia State Corporation Commission. Further, all insurance policies must be primary and noncontributory to any other Insurance.

1. Worker's Compensation insurance in compliance with Virginia statutory workers' compensation requirements and provides benefits not less than One Million Dollars (\$1,000,000). Further, endorsement to the worker's compensation policy for coverage under the federal Longshore and Harbor Workers' Compensation Act, if applicable.
2. Employers Liability insurance with liability limits not less than One Million Dollars (\$1,000,000) per occurrence limits.
3. Commercial General Liability insurance covering bodily injury, death to one or more persons and property damage and products/completed operations coverage and liability limits not less than Five Million Dollars (\$5,000,000) per occurrence limits. The liability limits may be met with a combination of primary liability insurance and an Excess/Umbrella Liability policy that must follow form and provide no less coverage than the primary policy.
4. Automobile Liability – on an “any autos” basis covering bodily injury, death of one or more person(s) and property damage with liability limits not less than Two Million Dollars (\$2,000,000) per occurrence and combined single limit. The liability limits may be met with a combination of primary liability insurance and an Excess/Umbrella Liability policy that must follow form and provide no less coverage than the primary policy.
5. Additional insureds on all liability policies: Virginia Port Authority, Virginia International Terminals, LLC, Virginia International Gateway, Inc., city of Richmond, HRCP II, LLC and their respective officers, directors, members, general managers, employees and agents.

None of the above insurance coverage shall be subject to cancellation or reduction in liability limits without thirty (30) days advance written notice being given to VIT and VPA. All required liability insurance policies and Workers' Compensation / Employer's Liability insurance must contain endorsements which waive subrogation and contractual indemnity in favor of VIT, VPA, Virginia International Gateway, Inc., HRCP II, LLC and the city of Richmond and their respective officers, directors, members, general managers, employees and agents.

**Insurance requirements are subject to change and will be determined on a case-by-case basis based on the type of work each vendor is hired to perform on the terminals. These additional requirements will be set out in a VIT Access Agreement.*