



Registration Requirements

1. Proof of Insurance Attach or email proof of insurance with every registration

A. Certificate of Liability Insurance or Certificate of Coverage *must* include:

- "INSURED" displays correct business name and address
- Policy Effective Date current at time of registration
- Minimum \$1,000,000 of commercial general liability coverage per incident
- "DESCRIPTION OF OPERATIONS..." must include a complete list of rides being registered, with serial numbers where available
- Any attached ride list must come from the insurer/insurance provider
- "CERTIFICATE HOLDER" must be: Department of Safety and Professional Services
Amusement Ride Program
4822 Madison Yards Way, Madison WI 53705

B. Self-insured or State self-funded Letter of Insurance/Cert. of Protection *must* include:

- Liability statement of governing body's financial responsibility and statement of protection
- Effective coverage dates current at time of registration and DSPS as addressee

2. Itinerary Enter in at least one itinerary into eSLA (for 1 of 4 operator types below):

- A. Itinerant Operators: One itinerary for each staffed location/ event (Where are you going and when are you there?)
- B. Permanent Park Operators: One itinerary for the operating season (Open date to closing date.)
- C. Rental Operators (bounce/coin-op): One itinerary for the rental season (Open date to closing date.)
- D. Hybrid Operators (rental/staffed events): One for the rental season and one for each staffed event (See above.)

3. Fee All prior inspection fees must be paid before any registration will be processed.

Successfully submit your registration in eSLA

- Know which rides you need to register (new or renewal)--do you see them all on the Dashboard?
- Have proof of insurance ready to upload
- Have payment method ready (eSLA accepts most credit cards and ACH)
- Have all details handy if registering a new ride (ride name, type, class, manufacturer, serial number, etc.)
- Submit Proof of Non-Destructive Testing if required (have copy "in the field" for inspectors)

Registration processing

- Registrations are processed on a first-come, first-served basis.
- Expect delays if registering at peak times – sooner is better!
- Any unmet requirements will delay processing.
- **Email Proof of Insurance directly to DSPS at:** DSPSSBInspectionSupport@wisconsin.gov **if you're not asked to upload it during the application.**

Work with DSPS when you:

- Need newly purchased Wisconsin rides moved onto your Dashboard
- Need sold, scrapped, salvaged or otherwise disposed of rides moved off your Dashboard
- Need to find a "missing" ride
- Need a login, renewal, or registration issue resolved quickly
- Need to update your contact information – current email and addresses (mailing and shipping) are required



Sample

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/1/2023

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.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER License # #####
Your Insurance Agency, Inc.
Street Address
City, State, Zip Code
CONTACT NAME: Alice Insurance
PHONE (A/C, No, Ext): (920) ###-####
FAX (A/C, No):
E-MAIL ADDRESS: info@aliceins.com
INSURER(S) AFFORDING COVERAGE
INSURER A : Insurance Mutual Ins Company
INSURER B :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS...

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Row 1: A, X, COMMERCIAL GENERAL LIABILITY, CLAIMS-MADE, OCCUR, #####, 3/1/2022, 3/1/2023, EACH OCCURRENCE, \$ 1,000,000. Includes note: Policy dates current at time of registration.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Ride name - serial number
Ride name - serial number
Ride name - serial number
or
Ride name - serial number, Ride name - serial number, Ride name - serial number
• Must include ride list with serial numbers (where available).
• Any attached schedule (ride list) must come from insurer.

CERTIFICATE HOLDER Must be DSPS CANCELLATION

Dept of Safety and Professional Services
Amusement Ride Program
4822 Madison Yards Way
Madison, WI 53705
DSPSSBInspectionSupport@wi.gov
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
Sherril Ruesch-Regenwether

Attached Ride List samples:

A. DESCRIPTION	SERIAL NUMBER
MOBILE EQUIPMENT LIABILITY	N/A
MOBILE EQUIPMENT OWNED OR LEASED BY NAMED INSURED	N/A
1992 RIDE WORKS WINKY THE WHALE	5003T792
2000 ZAMPERLA KITE FLYER	KF12R329US99
2001 WISDOM DIVE BOMBER	63081
1998 REVERCHON SCOOTER	1M001999
2004 FUN EQUIPMENT UNL. BLUE BEARD INFLATABLE SLIDE	007
2012 ZAMPERLA SAMBA BALLOON	860GSB08R11269US


B. RIDE LIST

Policy Number: ##### Effective Date: 03/01/2023 Expiration Date: 03/01/2024

NAME OF RIDE	SERIAL#	MANUFACTURER	YEAR MFG	TYPE OF RIDE
Go-Gator	83492	Wisdom	1983	Kiddie
Merry Go Round	SA6720	San Antonio	1967	Major
Paratrooper	RD-394	Kilinsku	1978	Major
Scrambler	APE223611/FLT 2733A	Eli Bridge/Rthr	1984	Major
Skymaster	SM14131291A5 4968USA	ARM	1991	Major
Drop and Twist Tower	T.09.40.013	SBF	2016	Spectacular
Berry-Go-Round	BGOR557-93	Sellner	1993	Kiddie
Tilt-A-Whirl #2	843	Sellner	1957	Major
Raiders	1F9FRW353NM D63922	Wisdom		Major

Self-insured or State self-funded Proof of Insurance

- Liability statement of governing body's financial responsibility and statement of protection
- Effective coverage dates current at time of registration and DSPS as addressee

	<p align="center">STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION</p> <p align="center">Tony Evers, Governor Kathy Blumenfeld, Secretary Jana Steinmetz, Administrator</p>
	<p>Date: March 23, 2023</p> <p>To: Wisconsin Department of Safety and Professional Services Amusement Ride Program c/o DSPS Professional Services Amusement Ride Program, Amusement Ride Support Team, DSPSSBInspectionSupport@wi.gov 4822 Madison Yards Way PO Box 7302 Madison, WI 53707-7302</p> <p>Re: Certificate of Protection in Lieu of an Insurance Policy</p> <p>For: 2023 Seasonal Merry Go Round at Circus World Museum located at 550 Water Street, Baraboo, Wisconsin during the period of March 23rd, 2023, through December 31st, 2023.</p> <p>To Whom It May Concern:</p> <p>This is to certify that the Wisconsin Historical Society is protected by the State of Wisconsin Self-Funded Liability and Property Programs, Section 20.505 (2) (k), Wisconsin Statutes, provides funds to pay liability and property claims. In addition,</p>



Fee Schedule for Amusement Rides

Department of Safety and Professional Services
Amusement Ride Program
(608) 266-2112, press option 4
DSPSSBInspectionSupport@wi.gov

NOTE: For determining the correct ride classification, the following information is provided from SPS 334.03:

Class 1 Rides that move passengers in a mild manner.

Class 2 Standard thrill-type amusement rides.

Class 3 Amusement rides which do not meet the SPS 334.03 requirements for Class 1 or Class 2 rides.

Modified Class Amusement rides that have been changed except for changes made by the manufacturer.

NOTE: Amusement rides modified since the last registration shall not be operated until the department has been provided with information to determine the proper maintenance and class of the ride and the owner or operator has obtained a new registration certificate.

Amusement Rides – Plan Examination, Date Review, Registration, and Inspections

Fees for amusement rides shall be determined in accordance with the following schedule (see SPS 302.20):

- a. Plan examination for new amusement rides tramways (see SPS 333.01 for definition) **\$280.00** per ride
- b. Review of engineering analysis and test data associated with the acceptance of amusement rides **\$280.00** per ride
- c. 1. Annual registration for all amusement rides **\$ 55.00** per ride
2. Late registration fee for failure to register amusement ride before opening it to the public **\$200.00** per ride
- d. Initial inspection of custom-built, site-specific amusement rides not used in a portable mode per section SPS 302.04 (2) **\$ 80.00** per ride
- e. Periodic inspection of coin-operated kiddie rides **\$ 70.00** per ride
- f. Inspection of Class 1 amusement rides **\$140.00** per ride
- g. Periodic inspection of Class 2 amusement rides, except amusement rides that the manufacturer estimates require more than 40 hours to erect **\$250.00** per ride
- h. Periodic inspection of Class 2 amusement rides that the manufacturer estimates require more than 40 hours to erect **\$350.00** per ride
- i. Periodic inspection of amusement ride tramways **\$420.00** per tramway
- j. Re-inspection fee for noncompliance with orders previously issued by the department **\$100.00** per ride

NOTE: See SPS 334, Amusement Rides Code, for definitions of ride classes.

Ride registration may be refused by safety inspectors for the following reasons:

- Unabated safety-related orders issued by Safety and Professional Services
- Modifications, repairs, or maintenance that are not in accordance with recognized safe practices
- Failure to provide nondestructive testing information when the testing is required by SPS 334.16



Complete registration of amusement rides includes submittal of route (specific sites and dates) or declaration of park or rental operation (season of operation), on which the amusement ride will be operated in the State.

If the route modified, the department shall be notified prior to operation on the adjusted route. Call an inspector (map on next page) or email your request to: DSPSSBInspectionSupport@wisconsin.gov (with your business name in the subject line for best service).

Itinerant Operators: One itinerary for each staffed location/event of operation

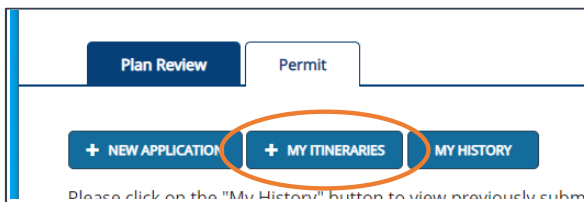
Permanent Park Operators: One itinerary for the operating season

Rental Operators (bounce/coin-op): One itinerary for the rental season

Hybrid Operators (rental/itinerant): One itinerary for the rental season **and** one for each staffed event

Creating an Itinerary in eSLA

From the "Permit" tab click "+ MY ITINERARIES" button



Select business account, complete all fields, then click ADD button

Add New Amusement Ride Itinerary

Complete registration of amusement rides includes submittal of route including specific sites and dates on which the amusement ride will be operated in the state. If the route is incomplete or modified, the department shall be notified prior to operation on the adjusted route.

Please select a Business Name
AMUSEMENT MATTERS

Event/Location Information

Setup Date	Start Date	End Date
* 5/27/2022	* 5/27/2022	* 12/31/2022

Event/Location Name
* Erewhon Festival

Number of Rides
* 7

Location/Event Address
* Main St

Location/Event City
* Edgerton

Location/Event County
* Rock

CANCEL ADD

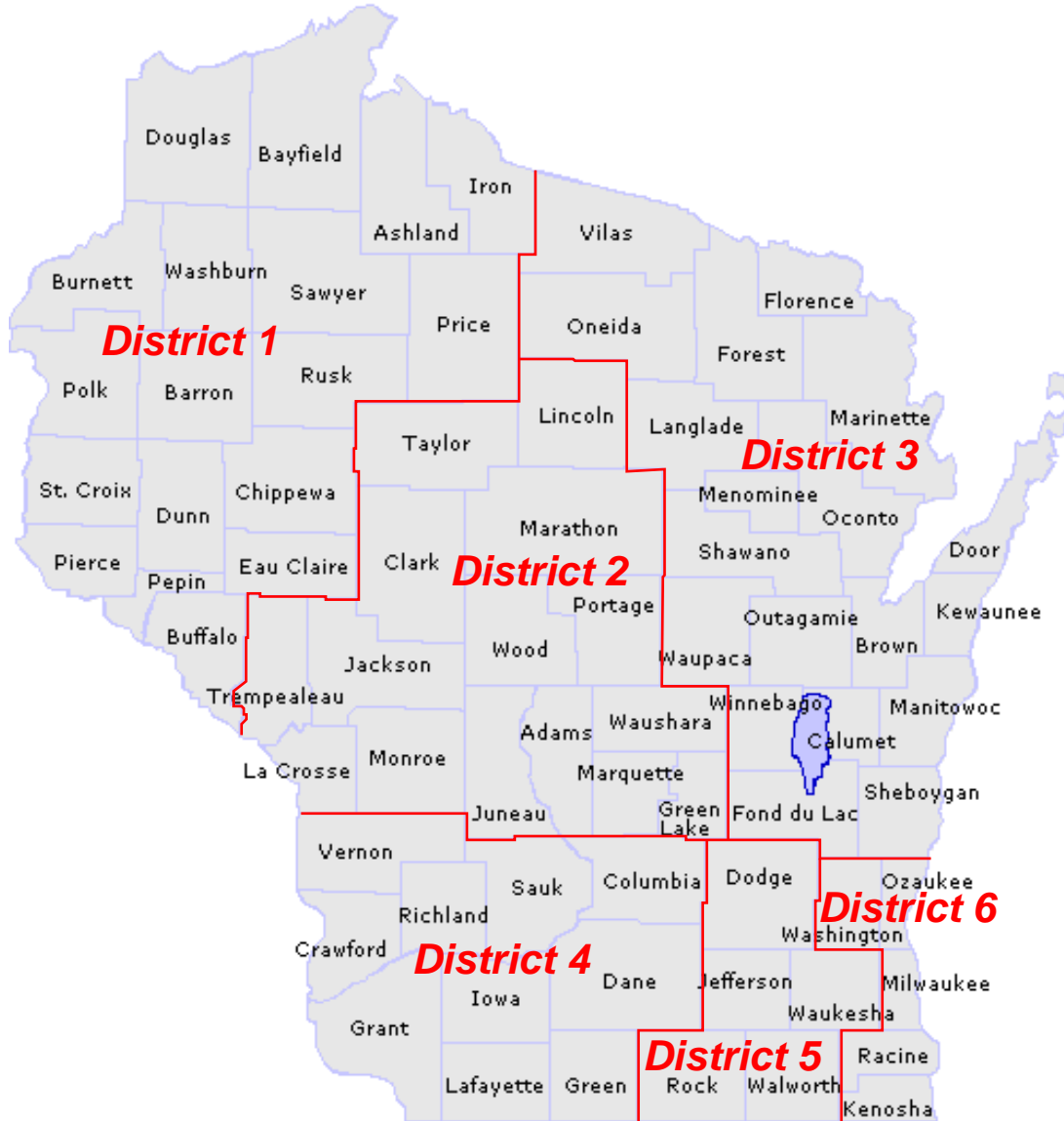
Check the box and click "SAVE" button

The information being submitted is true to the best of my knowledge.

CANCEL SAVE



Public Sector Employee Safety Inspection District Map



1 – Jane Dienger	jane.dienger@wisconsin.gov	715-538-3308
2 – Rhonda Kocijan-Klec	rhonda.kocijanklec1@wisconsin.gov	608 982-6496
3 – Tim Condon	timothy.condon@wisconsin.gov	414-852-3660
4 – Andrew Amacher	andrew.amacher@wisconsin.gov	608-438-8061
5 – Vacant	Contact Supervisor for vacant district	
6 – Jim Creegan	james.creegan@wisconsin.gov	608-219-7185
Supervisor – Lucas Dederich	lucas.dederich@wisconsin.gov	608-445-6558
General Questions	DSPSSBHealthandSafetyTech@wisconsin.gov	