



EXHIBITION AND CONFERENCES INSURANCE APPLICATION

1. Name of Proposer(s): _____
2. Address: _____

3. Telephone No.: _____ Fax No.: _____
4. What is the usual business of the Proposer(s)?

5. How long engaged therein? _____
6. Event(s) organizer's name (If other than Proposer(s)).

7. Address: _____

8. Telephone No.: _____ Fax No.: _____

(N.B. WHEN MORE THAN ONE EVENT IS TO BE INSURED ATTACH INFORMATION FOR EACH INSURED EVENT).

9. Name of Event(s) to be insured. _____

10. Subject of Event(s). _____

11. Venue(s) (Full address(es) and part(s) thereof to be used.)

12. Period(s) of tenancy (including the Installation and dismantling period) From: _____ To: _____ (both days inclusive)

13. Open dates of Event(s) From: _____ To: _____ (both days inclusive)

BEFORE ANSWERING THE FOLLOWING QUESTIONS YOUR ATTENTION IS DRAWN TO THE FACT THAT THE INSURANCE WILL CONTAIN WARRANTIES REGARDING NECESSARY ARRANGEMENTS AND CONTRACTUAL REQUIREMENTS.

14. Have you signed a written tenancy contract with the Venue(s)? If no, give full details of arrangements.

15. Have all necessary arrangements for the successful fulfillment of the Event(s) to be insured been made? If no, give full details of arrangements.

16. Have all necessary licenses, visas, permits been obtained and have all contractual arrangements been confirmed in writing? If no, give full details.

17. Type of Event to be insured. (Check as appropriate)

- Conference with exhibits
 - Conference without exhibits
 - Trade show open to public
 - Trade show not open to public
 - Teleconference or Event using phone, radio or satellite communication link
- N.B. Loss arising from this not covered unless agreed by Underwriters in writing.
- Other Events, please specify, with details.

18. Please provide the following details of the Event(s).

- a) Budgeted expenses \$ _____
- b) Budgeted gross revenue from all sources \$ _____
- c) Budgeted net profit \$ _____
- d) Expected number of:
 - i) Exhibitors _____
 - ii) Trade visitors _____
 - iii) Delegates _____
 - iv) Paying visitors _____

19. What Limit of Indemnity is required? _____

20. Attach or give details of latest budget and show on which date prepared.

21. Budgeted Expenses
- a) General Administration \$ _____
 - b) Printing, promotion and advertising \$ _____
 - c) Venue hire \$ _____
 - d) Facilities and equipment rental \$ _____
 - e) Communications costs \$ _____
 - f) Wages, salaries and benefits \$ _____
 - g) Travel and entertainment costs \$ _____
 - h) Set up and running costs (other than detailed above) \$ _____
 - i) All other items \$ _____
- Total Expenses \$ _____

22. Budgeted Gross Revenue
- a) Registration fees \$ _____
 - b) Rental of facilities \$ _____
 - c) Venue hire \$ _____
 - d) Advertising income and program \$ _____
 - e) T.V. Rights \$ _____
 - f) All other revenue \$ _____
- Total Gross Revenue \$ _____
less Total Expenses \$ _____
- Net Profit \$ _____

23. Do these Sums represent the full extent of your financial responsibilities? If no, give full details.

- 24. Is/are the Event(s) held in conjunction with or dependent upon another Event? If yes, give full details.

- 25. Will the non-appearance of any speaker cause cancellation or abandonment? If yes, give full details.

- 26. Is/are any part of the Event(s) to be held in the open air, under canvas or in temporary structure? If yes, give full details. (N.B. not covered unless expressly agreed by Underwriters in writing.)

- 27. Is/are the Venue(s) currently fully operational and planned to remain so until completion of the Event(s)? If no, give full details.

- 28. State the experience of the organizers of this Event with events of the type and size proposed.

- 29. Has/have the Event(s) been held before, under the present management or any other? If yes, where and how often?

- 30. Has there ever been a loss? If yes, give full details.

31. Has the Proposer ever suffered a loss whether insured or otherwise in respect of his/her involvement in any type of Event? If yes, give full details.

32. Are you aware of any matter, fact, circumstance or incident existing or threatened that could possibly affect the Event(s) and might result in a loss under this Insurance? If yes, give full details.

Conditions of Quotation

Any quotation provided by Underwriters as a result of this proposal will be subject to:-

1. Final acceptance by the Proposer(s) and then Underwriters prior to the acceptance date shown in the quotation, after which the resulting insurance cannot be cancelled.
2. The Proposer(s) undertaking to advise Underwriters of any change in the information supplied occurring prior to the inception date of any insurance subsequently issued.
3. Underwriters having no obligation to accept the risk if there has been any happening or circumstance, whether advised by the Proposer(s) or otherwise, arising prior to acceptance by Underwriters which increases or could increase the possibility of a loss, or in any way materially alters the risk as quoted, However, Underwriters at their sole discretion may decide to provide an alternative quotation.
4. The Proposer(s) having declared all material facts likely to influence a reasonable Underwriter in determining:
 - a) whether or not to accept the risk,
 - b) the premium,
 - c) the terms, conditions, exclusions and limitations.
5.
 - a) Any Proposer, who acts on behalf of others being deemed to have obtained and declared all the information provided after making inquiry of each of them; this condition also applies to any intermediary.
 - b) The Proposer(s) accepting the quotation doing so on behalf of all others and accepting responsibility for payment of the premium as detailed in (7) below.

- 6. The Proposer(s) undertaking that no other insurance has been purchased on this specific risk and none shall be without Underwriters' prior written approval. In the event of such approval being given, the terms, conditions, exclusions, limitations and premium set out in any quotation may be amended by Underwriters.
- 7. The Proposer(s) paying the premium with acceptance of the quotation. If (in accordance with (1 and 3 above) Underwriters do not accept the risk the premium will be returned.

Declaration

To the best of my knowledge and belief the information provided in connection with this proposal, whether in my own hand or not, is true and I have not withheld any material facts. I understand that non-disclosure or misrepresentation of a *material fact will entitle Underwriters to void the Insurance.

*(N.B. A material fact is one likely to influence acceptance or assessment of this proposal by Underwriters: if you are in any doubt as to what constitutes a material fact you should consult your Broker.)

It is understood that the signing of this proposal does not bind the Proposer to complete or Underwriters to accept this Insurance but the Proposer agrees that, should a contract of insurance be concluded, this proposal and the statements made therein shall form the basis of the contract.

I, the Proposer accept these conditions as the Proposed Assured or agent of the Proposed Assured and that all quotations and any subsequent insurance will become null and void if any of the foregoing conditions are breached.

Signature: _____ Date: _____
 Name: _____ Position: _____

IF THE ORGANIZER OF THE EVENT(S) IS OTHER THAN THE PROPOSED ASSURED THEN THIS PROPOSAL MUST ALSO BE SIGNED BELOW BY THE ORGANIZER.

Signed for and on behalf of the organizer by:

Signature: _____ Date: _____
 Name: _____ Position: _____