



Application for Contingency Exhibitions and Conferences Insurance

- 1** 1.1 Name of Applicant(s).
- 1.2 Address.
- 1.3 Telephone No. Fax No.
- 1.4 What is the usual business of the Applicant(s)?
- 1.5 How long engaged therein?

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- 2** 2.1 Event(s) organizer's name (if other than Applicant(s)).
- 2.2 Address.
- 2.3 Telephone No. Fax No.

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

- 3** 3.1 Name of Event(s) to be insured.
- 3.2 Subject of Event(s).

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- 4** Venue(s).
- (Full address(es) and part(s) thereof to be used).

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

6 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 CONDITIONS REGARDING NECESSARY ARRANGEMENTS AND CONTRACTUAL REQUIREMENTS.

- 7**
- 7.1 Have you signed a written tenancy contract with the Venue(s)?
If **no**, give full details of arrangements.
- 7.2 Have all necessary arrangements for the successful fulfilment of the Event(s) to be insured been made?
If **no**, give full details of arrangements.
- 7.3 Have all necessary licences, visas, permits been obtained and have all contractual arrangements been confirmed in writing?
If **no**, give full details.
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8 Type of Event to be insured.
(Check as appropriate)

- Conference with exhibits Other Events, please specify, with details.
- 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 Sutton Special Risk in writing
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9 Provide the following details of the Event(s).

9.1	Budgeted expenses	\$
9.2	Budgeted gross revenue from all sources	\$
9.3	Budgeted net profit	\$
9.4	Expected number of	
	Exhibitors	<input type="text"/>
	Trade visitors	<input type="text"/>
	Delegates	<input type="text"/>
	Paying visitors	<input type="text"/>

10 10.1 What Limit of Indemnity is required?

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

Budgeted Expenses			Budgeted Gross Revenue		
(1)	General administration	\$	(1)	Registration fees	\$
(2)	Printing, promotion and advertising	\$	(2)	Rental of facilities	\$
(3)	Venue hire	\$	(3)	Venue hire	\$
(4)	Facilities and equipment rental	\$	(4)	Advertising income and programme	\$
(5)	Communications costs	\$	(5)	T.V. rights	\$
(6)	Wages, salaries and benefits	\$	(6)	All other revenue	\$
(7)	Travel and entertainment costs	\$			
(8)	Set up and running costs (other than as detailed above)	\$	B	Total Gross Revenue less Expenses from A	\$ <u> </u>
(9)	All other items	\$	C	Net Profit	\$ <u> </u>
A	Total Expenses	\$ <u> </u>			

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

(N.B. when more than one event is to be insured attach information for each Event)

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

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

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

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

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

16 16.1 Has/have the Event(s) been held before, under the present management or any other?
If **yes**, where and how often?

16.2 Has there ever been a loss?
If **yes**, give full details.

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

- 17** 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.

18 Conditions of Quotation

Any quotation provided by Sutton Special Risk as a result of this application will be subject to:-

- 18.1 final acceptance by the Applicant(s) and then Sutton Special Risk prior to the acceptance date shown in the quotation, after which the resulting insurance cannot be cancelled.
- 18.2 the Applicant(s) undertaking to advise Sutton Special Risk of any change in the information supplied occurring prior to the inception date of any insurance subsequently issued.
- 18.3 Sutton Special Risk having no obligation to accept the risk if there has been any happening or circumstance, whether advised by the Applicant(s) or otherwise, arising prior to acceptance by Sutton Special Risk which increases or could increase the possibility of a loss or in any way materially alters the risk as quoted. However, Sutton Special Risk at their sole discretion may decide to provide an alternative quotation.
- 18.4 the Applicant(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.
- 18.5 a) any Applicant, 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 Applicant(s) accepting the quotation doing so on behalf of all others and accepting responsibility for payment of the premium as detailed in 18.7 below.
- 18.6 the Applicant(s) undertaking that no other insurance has been purchased on this specific risk and none shall be without Sutton Special Risk' 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 Sutton Special Risk.
- 18.7 the Applicant(s) paying the premium with acceptance of the quotation. If (in accordance with 18.1 and 18.3 above) Sutton Special Risk do not accept the risk the premium will be returned.
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DECLARATION

To the best of my knowledge and belief the information provided in connection with this application, 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 Sutton Special Risk to void the Insurance.

***(N.B. A material fact is one likely to influence acceptance or assessment of this application by Sutton Special Risk: 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 application does not bind the Applicant to complete or Sutton Special Risk to accept this Insurance but the Applicant agrees that, should a contract of insurance be concluded, this application and the statements made therein shall form the basis of the contract.

I the Applicant 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 APPLICATION MUST ALSO BE SIGNED BELOW BY THE ORGANIZER.

Signed for and on behalf of the organizer by:

Signature:

Date:

Name:

Position: