



Exhibition, conference and event Insurance
Proposal form



This form is for you to provide as much information as possible so that we can offer you a quotation for the right level of cover for your event.

Please complete this form in block capitals using black ink.

1. Insured

Name

Address

Postcode Country

Telephone

Fax

Email

(we send all documentation to this email address unless you request otherwise)

Web address

Are you a member of any of the following trade associations?

ABPCO ACE AEO IAPCO ICCA INCON MIA
 MPI NOEA TESA

Any other event association, please give details:

2. Events to be insured

If more than one event please complete the schedule at the end of this form with details of all events.

a) Name of event

b) Description of event (please attach brochure / leaflet if available)

c) What type of event is this? Conference Exhibition

If any other type of event, please give details (e.g. sporting event, dinner, charity fete, product launch, fashion show):

d) Is the event related to a particular topic/theme/subject matter? (e.g. medical, insurance, finance)

e) Tenancy dates (including build up and breakdown): from to

f) Open dates of event: from to

g) Is the event linked to any other event? (e.g. are you hosting a dinner that is dependent on a sporting event being held on the same day?) Yes No

If Yes, please give details:

h) How many years has this event been held under present management?

i) Have all the necessary licenses, permits, visas and permissions been obtained? (e.g. local authority, police, fire brigade) Yes No

j) Please state approximately how many of each of the following are anticipated:

<input style="width: 100%;" type="text"/>	Exhibitors	<input style="width: 100%;" type="text"/>	Delegates
<input style="width: 100%;" type="text"/>	Trade visitors	<input style="width: 100%;" type="text"/>	Paying visitors

k) If known, what approximate proportion of exhibitors and delegates are estimated to originate from:

	% exhibitors	% delegates		% exhibitors	% delegates
UK and Europe			Africa		
USA and Canada			Asia		
South America			Australasia		

3. Venue details

Name

Address

Postcode Country

Do written contracts of hire exist between yourselves and the venue(s)? Yes No

Is any part of the event to be held in the open, in a tent, marquee or temporary structure? Yes No

If Yes, please see the cancellation and abandonment section for the option to buy adverse weather coverage.

4. Financial information

Please state currency required:

Please give details of your budget:

Budgeted **Gross Revenue**

(This is your total anticipated income from **all** sources including sponsorship and advertising)

Budgeted **Expenses**

(This is the total of everything you spend organising the event)

Budgeted **Net Profit**

(This is the difference between your revenue and expenses)

a) Does any other party have an interest in the gross revenue? Yes No

b) Does the fee for attendance include travel and accommodation costs of delegates or exhibitors? Yes No

5. Experience

a) How many events of this type have you organised in the past?

b) At any time has your organisation suffered a loss or experienced any circumstances that could lead to a loss under this type of insurance? Yes No

If Yes, please give details:

c) Please state the name of previous insurers, if any. If Hiscox have arranged cover for this event before, please provide the policy number:

6. Cover requested

We can provide cover for cancellation and abandonment, liability and property damage. Please select the cover you require from the options below. You can select more than one cover *

Cancellation and abandonment Yes No

Liability
Public liability Yes No

Would you like to include employers' liability as part of your liability cover? Yes No

*please note that employers' liability is not available as a standalone cover

Property
Would you like to include property damage? Yes No

*please note that property damage is not available as a standalone cover

In conjunction with the coverage above you may also buy:

Travel Yes No

Money and door registration receipts Yes No

Please complete the relevant sections overleaf.

7. Cancellation and abandonment

a) The standard policy will automatically cover you for your **expenses** only. Do you wish to insure your loss of **net profit** also? (see Financial information section for these definitions) Yes No

b) If your event has pre-booked attendance or has been held on at least three previous occasions and you are insuring your **net profit**, do you wish to cover enforced reduced attendance? Yes No

c) Failure to vacate the venue on time at the end of your tenancy. The coverage for this is limited to 40% of your sum insured. If this is not sufficient please state how much cover you require:

d) **Terrorism**
If your event is being held in the EU, Switzerland or Norway then cover for acts of terrorism occurring within seven days prior to the opening of the event (or during the event) and within five miles of the event location is automatically provided up to the sum insured or £100,000 whichever the lesser.

If your event is not within these territories or your sum insured is higher and you require a quotation, please state the sum insured required:

The following perils e) - g) **are not covered** under the standard policy terms, but may be available subject to an additional premium being paid. If you would like a quotation for any of these additional perils, please indicate below and complete the details where requested.

e) **Adverse weather (this is covered in the standard policy if the event is indoors)**
Is cover required for adverse weather for any part of the event to be held in the open, in a tent, marquee or in a temporary structure? Yes No

f) **Teleconferencing**

Is cover required should picture or data image communication links to or from the insured event (including satellite transmission) be unavailable? Yes No

g) **Key person non-appearance**

Is the event dependent on one or two key or celebrity speakers in whole or in part? Yes No

Will there be entertainers or the like performing? Yes No

Is non-appearance cover required for any individual (e.g. speaker, performer, entertainer)? Yes No

If Yes:

Please complete the following for each individual:

Name of insured person

Age Health

Where travelling from

How travelling When due at event

Please confirm you have made or are going to make in good time:

(ii) all reasonable enquiries to establish that the speakers or performers do not suffer from any physical impairment, mental impairment or medical condition which may increase the risk of non-performance of their contracted duties and that you have disclosed, or will disclose, to us all such information known by you.

and that you have entered or will enter into:

(iii) a written contract with the speakers or performers stipulating that they are to arrive at the insured event at an appropriate time in advance of their scheduled appearance or essential rehearsals.

Yes No

8. Property damage

In our package policy we provide cover for up to £50,000 of your property or property for which you are legally liable whilst at the insured event and whilst in transit to and from the insured event (excluding the high value items listed in b) below).

We also provide cover for up to £20,000 for buildings, fixed machinery and plant, fixtures and fittings at the venue for which you are legally responsible whilst at the insured event.

a) If you are buying a package policy and the total value of all your own property plus movable property for which you are responsible (excluding the high value items listed in b) below) exceeds £50,000 **or**

If you are buying property damage cover not as part of a package, but in combination with either cancellation or public liability insurance please state the total value of property you wish to insure

Currency Amount

Do you require a quotation to cover transit to/from the event for this amount? Yes No

b) The following items are **excluded** from cover unless a value is stated and coverage agreed by Underwriters.

If cover is required please complete the values:

	Total value (Please state currency)	Please tick if transit cover to and from venue is required
Marquees or temporary structures		
Portable communication equipment (including cameras/videos, mobile phones, plasma screens, translation equipment, stereo, video and sound equipment)		
Laptop computers		
Plasma screens		

c) What security arrangements are in place at the venue?

9. Legal liabilities

In our package policy we provide £2 million of public liability cover.

a) If you are not buying a package policy or if you require more cover please indicate the public liability limit required:

£2 million £5 million £10 million £25 million Other

b) Are there any hazardous or unusual activities likely to cause injury or damage? (e.g. bouncy castles, water sports, fire eaters etc.) Yes No

If yes, please give details:

c) Do you require employers' liability insurance? Yes No
This will be specific to the insured event only.

d) How many employees, including volunteers, will be employed?

e) What kind of work will they be doing?

10. Travel

We will not make payment under this insurance for any claims arising out of a medical condition which the insured person knew about at the time the insured trip was booked or begins, unless the condition is normally stable, under control and has been without the need for medical in-patient or emergency medical care in the last 12 months.

Please state the number of people who require travel cover for the event to be insured:

a) Your own staff and officials

b) Delegates or official guests

c) Family and friends travelling with any of the above

If more than 100 people are travelling on the same aircraft, train or other mode of transport, please state how many

You must compile and therefore keep a list of the people buying travel insurance for the event. We will only cover people who are named in the list and included in the number you declare to us. Premium is charged for each person requiring cover.

11. Money and door registration receipts

a) What is the total value of money and any other valuable items that will be contained in a locked safe?

b) How much will be kept in any one till or cash point?

c) What is the total value of money in transit at any one time?

d) How much money will be insured in total?

Duty of disclosure

It is your responsibility to disclose all material facts, being information that is known to you and which might influence the judgment of insurers in determining the scope of cover, the price or whether or not to accept your risk. If you are in doubt as to whether any information is material, you should disclose it.

Confidentiality and Data Protection

By signing this proposal form you consent to Hiscox using the personal data you provide to us for the purpose of arranging and administering your insurance. This may also include sensitive personal data where necessary. We may share your personal data with third parties such as insurance providers, claims adjusters, fraud detection and prevention services and regulatory authorities. Where personal data relates to anyone other than yourself, you must obtain the consent of the person to whom the information relates, both to the disclosure of such information to us and its use by us as set out above.

All personal data will be treated in confidence and in compliance with the Data Protection Act 1998. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

We would like to contact you from time to time with details of Hiscox Group products and services. If you do not wish to be contacted by us, please tick here:

In accordance with our privacy policy, we may share your details with carefully selected third parties. If you do not wish to be contacted, please tick here:

EU Disclosure Clause (UK)

Notice to the Proposer/Insured

The parties are free to choose the law applicable to this contract. Unless specifically agreed to the contrary this insurance shall be subject to English Law.

Any enquiry or complaint should be addressed in the first instance to your usual insurance contact. If your complaint is not resolved to your satisfaction, you may be eligible to refer your case to the Financial Ombudsman Service (FOS) without prejudice to your rights in law. Further details will be provided at the appropriate stage of the complaints process.

Declaration

I/We declare that (a) this proposal form has been completed after proper enquiry; (b) its contents are true and accurate and (c) all facts and matters which may be relevant to the consideration of our proposal for insurance have been disclosed.

I/We undertake to inform you before any contract of insurance is finalised, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of my/our proposal for insurance.

I/We understand that non-disclosure or misrepresentation of a material fact or matter will entitle Hiscox to avoid this insurance.

I/We declare that I/we have not:

- have not been convicted of any offence (other than a motoring offence) in the last five years,
- have not been declared bankrupt in the last five years (including business partners),
- have not had another insurer decline, refuse to continue or apply special terms for anyone whose property or event is to be insured,
- have not made any claims in the last five years under a policy of this type,
- are not aware of any current circumstances that could lead to a claim under this policy, and
- that property to be insured is in good condition and repair.

I/We agree that this proposal form and all other written information which is provided are incorporated into and form the basis of any contract of insurance.

Proposer's name

Position

Signature

Date

5800 01/08

How did you hear about us?

- | | |
|---|--|
| <input type="checkbox"/> Referral from broker | <input type="checkbox"/> Referral from event organiser |
| <input type="checkbox"/> Referral from venue | <input type="checkbox"/> Email |
| <input type="checkbox"/> Press advert | <input type="checkbox"/> Online search |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Direct mail |
| <input type="checkbox"/> Directory | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Existing/previous customer | <input type="checkbox"/> Other |

Please specify:

A copy of this proposal should be retained for your records.

Please return this form to:

Fax: 0845 213 8438

Email: eventinsurance@hiscox.com

Post: PO Box 501, Sittingbourne ME10 9AF



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