
***N.B. If space is inadequate, a separate signed list should be appended to this proposal.**

7 Have you signed a written tenancy contract with the Venue(s)?

If **no**, please give full details of arrangements.

8 Type of Event to be insured:

(Tick 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

9 Please provide the following details of the Event(s):

a. Budgeted gross revenue from all sources £

b. Budgeted expenses £

c. Budgeted net profit £

d. Expected number of:

Exhibitors _____

Trade visitors _____

Delegates _____

Paying visitors _____

10 Please show the breakdown of figures stated above under the following categories:

Budgeted Gross Revenue Budgeted Expenses

(1) Registration fees	£	(1) General Administration	£
(2) Rental of facilities	£	(2) Printing, promotion & advertising	£
(3) Sponsorship	£	(3) Venue hire	£
(4) Advertising income		(4) Facilities and equipment rental	£
and programme	£		
(5) T.V. rights	£	(5) Communications costs	£
(6) All other revenue	£	(6) Wages, salaries and benefits	£
		(7) Travel and entertainment costs	£
		(8) Set up and running costs	£
		(other than as detailed above)	
		(9) All other expenses	£

11 Is/are the Event(s) held in conjunction with or dependent upon another Event?

If **yes**, please give full details.

12 Will the non-appearance of any speaker cause cancellation or abandonment?

If **yes**, please 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**, please give full details.

14 Is/are the Venue(s) currently fully operational and planned to remain so until completion of the Event(s)?

If **no**, please give full details.

15 a) Has/have the Event(s) been held before?

If **yes**, where and how often?

b) Are the same organisers responsible for arranging the Event(s)?

If **no**, give experience of new organisers with events of the type and size proposed.

16 Has this Event or any Event in which you have been involved had a loss which would have been covered by this Insurance?

If **yes**, please give full details.

17 Are you aware of any matter, fact or circumstance or incident existing or threatened that could possibly affect the Event(s) and might result in a loss under this insurance?

If **yes**, please give full details.

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 mis-representation 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.

Signed for and on behalf of the Proposer by:

Name: _____ Signature: _____

Position: _____ Date: _____

IF THE ORGANISER OF THE EVENT IS OTHER THAN THE PROPOSED ASSURED THEN THIS PROPOSAL MUST ALSO BE SIGNED BELOW BY THE ORGANISER.

In addition to the declaration above I further declare that any information provided in connection with this proposal was given after consultation with the client.

Signed for and on behalf of the Organiser by:

Name: _____ Signature: _____

Position: _____ Date: _____