



EXHIBITION & EVENT MANAGER LIABILITY INSURANCE APPLICATION & ENROLLMENT FORM
Tradeshows / Conventions / Meetings / Expositions / Consumer & Public Events

APPLICANT INFORMATION

1. Company Name: _____
2. Company Address: _____

3. Contact Name: _____ Title: _____
4. Telephone: _____ Fax: _____
5. Email Address: _____ Web Address: _____
6. Are you a Member of IAEE? Yes ___ No ___ If yes, IAEE Member #: _____
(International Association of Exhibition & Events)
7. Have you purchased Insurance from us before? Yes ___ No ___ If yes, when? _____
8. Would you like a proposal for Event Cancellation Insurance? Yes: ___ No: ___
If yes, what is your Gross Revenue? _____ and Estimated Expenses? _____

EVENT INFORMATION

1. Name of Event: _____
2. Event Dates: _____ Move in to Move out Dates: _____
3. Description of Event: _____
4. Type of Event (check all that apply): Convention/Meeting ___ Tradeshow/Exposition ___ Consumer Show ___ Other _____
5. Name of Venue: _____ City and State of Venue: _____
6. Contact at Venue: _____ Fax: _____ Email: _____
7. Are there any off site events that are taking place? Yes ___ No ___
If yes, please provide details (type of event, location, date & estimated attendance). _____
8. Is this Event Indoors or Outdoors? _____
9. Have you had any losses in the past 5 years? Yes ___ No ___ If yes, please provide details of all losses, claims or incidents.

- 10A. Are Exhibitors required to provide a Certificate of Insurance? Yes: ___ No: ___
- 10B. Would you like to offer our Individual Exhibitor Insurance to your Exhibitors? Yes: ___ No: ___
- 11A. Are Vendors, (i.e., bus companies, decorators etc.) required to provide a Certificate of Insurance? Yes: ___ No: ___
- 11B. Is Applicant named as Additional Insured on Certificate? Yes: ___ No: ___
12. Has this event been held by Applicant in the past? Yes: ___ No: ___ Number of years: _____
13. Does the Venue require you to obtain Hired & Non-owned Auto Liability Insurance?
14. Does the Venue require you to obtain an Umbrella Policy?

COST

Based on Attendance per day - Not to exceed 10 days

Minimum Attendance	Maximum Attendance	Rate/Day
0	1,500	\$168
1,501	5,000	\$331
5,001	10,000	\$498
10,001	25,000	.06 per Admission
25000+		Call for Referral

Total Number of Attendees for the Event: _____ Divided by Number of Event Days: _____ = Attendance per Day: _____

Rate per Day: \$ _____ x Number of Event Days: _____ = Premium Amt: \$ _____

PAYMENT INFORMATION

There is a minimum premium of \$350

Premium Amt: \$ _____ + RPG Fee (\$100 IAEE Member or \$200 Non-IAEE Member) = Total Amt Due: \$ _____

Payment Method: _____ Visa _____ MasterCard _____ Check Enclosed

Make Checks payable to Buttine Underwriters Purchasing Group, LLC

Credit Card Number: _____ Expiration Date: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Name on Credit Card: _____

Cardholder Signature: _____ Date: _____

Send Application and Payment to:

Buttine Underwriters Purchasing Group, LLC

PO Box 2821

New York, NY 10163

or Fax to 212.504.8084

If you have any question, please contact: Kendra Reilly at 212.867.3642 or kar@buttine.com

DISCLAIMER

THIS IS NOT A BINDER OF COVERAGE

The statements and answers given on this application are true and accurate. The applicant has not willfully concealed or misrepresented any material fact or circumstance concerning this application. The application and materials submitted with this application shall be the basis of the insurance contract should a policy be issued, and shall be attached to and form part of the policy.

False information: Any person who, knowingly and with intent to defraud any insurance company or other person, files an application for insurance containing any false information, or conceals for the purpose of misleading, information concerning any material fact thereto, commits a fraudulent insurance act, will void the insurance.

Print Name of Applicant: _____

Title: _____

Signature of Applicant: _____

Date: _____

Signature of Producer: _____

Date: _____

AGREEMENT

This Agreement is entered into between Buttine Underwriters Purchasing Group LLC (BUPG) a Maryland corporation, and the Applicant.

WHEREAS BUPG is a risk purchasing group formed pursuant to Maryland law and the Risk Retention Amendments of 1986 Act in order to permit a group of individuals who share common or similar liability exposures to join together to purchase liability insurance on a group basis; and

WHEREAS Purchaser represents and has provided information to BUPG that Applicant is engaged in the exhibition industry and is exposed to liability risks which are the same or similar to those of the other members of the group; and

WHEREAS Applicant seeks to insure its own risks by purchasing liability insurance under the group insurance policy issued to the group through BUPG.

NOW THEREFORE, the parties Agree as follows:

- 1 BUPG agree that as of the effective date of this Agreement, Applicant is a member of the risk-purchasing group and is eligible to participate in certain group liability insurance policies, including endorsements and renewals, which is issued to BUPG for the benefit of its members.
- 2 Except as otherwise provided herein, so long as Applicant satisfies the requirements of this Agreement and meets the qualifications of membership as set forth in the Act, BUPG shall permit Purchase to participate in and be insured under insurance.
- 3 Applicant shall pay all premium, which are billed to it for insurance not later than the date insurance coverage is bound.
- 4 Applicant shall promptly pay a non-refundable fee. This fee must be paid not later than the date insurance coverage is bound.
- 5 Applicant shall meet the underwriting criteria imposed by each insurer upon all members of the risk purchasing group who are insured or all persons who seek to be insured under the Insurance. Applicant understands that its failure to meet such underwriting criteria may result in the no-renewal of its coverage under Insurance.
- 6 Termination
 - a. This Agreement shall terminate:
 - i. Upon failure of Applicant to pay the membership fee or any premiums for insurance as required under the Insurance and this Agreement. Applicant shall cease to be a member of the purchasing group at such time as the premium is past due. However, if the past due premium or membership fee is subsequently paid, BUPG may, in its sole discretion, reinstate Applicant's membership.
 - ii. Upon the expiration date of the insured event(s) listed.
 - b. This Agreement may be terminated by BUPG
 - i. If there is a change in the business of Applicant which results overall in its being exposed to liability risks which are not the same as or similar to those of the other members of the group so that it would no longer qualify for membership within the requirements of the Act.
- 7 Indemnification. Applicant agrees to indemnify and hold harmless BUPG for any liability or expenses, including costs of defense, which BUPG may incur as a result of acts or omissions of Applicant of any of its employees or agents including incorrect or false statements of fact intentionally made to BUPG.