



**APPLICANT INFORMATION**

1. Name of Organization Applying for Insurance \_\_\_\_\_
2. Address of Organization Applying for Insurance \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
3. Phone \_\_\_\_\_ 4. Email Address \_\_\_\_\_ 5. Web Site \_\_\_\_\_
6. Are you a member of any of the following? PCMA  IAEE  ASAE  SISO  MPI

**EVENT INFORMATION**

7. Name of event \_\_\_\_\_
8. Type of event (check all that apply)  
 Tradeshow  Exposition  Convention  Other
9. How many years has this event been held under present management? \_\_\_\_\_
10. Lease dates (MM/DD/YYYY):  
 Move in dates: \_\_\_\_\_ Move out dates: \_\_\_\_\_
11. Event dates (MM/DD/YYYY):  
 Start dates: \_\_\_\_\_ End dates: \_\_\_\_\_
12. Name and location of the event venue  
 Name: \_\_\_\_\_  
 City, ST and ZIP: \_\_\_\_\_
13. Does your event include any off site events? If yes, details  
 \_\_\_\_\_  
 \_\_\_\_\_
14. Would you like a quote for Gross Revenue or Expenses (check one)  
 Gross Revenue  Expenses   
 Budgeted Gross Revenue from the event:  
 \_\_\_\_\_  
 Budgeted Expenses from the event:  
 \_\_\_\_\_  
 Do the above sums represent the full extent of your financial responsibilities?  
 YES  NO

**For questions 15—21, please check YES or NO**

15. Will the event be held outdoors and/or under canvas?  
 YES  NO
  16. Will the venue require construction work?  
 YES  NO
  17. Have all necessary arrangements for successful fulfillment of the event been made?  
 YES  NO
  18. Have all necessary licenses, visas and/or permits been obtained and have all contractual arrangements been confirmed in writing?  
 YES  NO
  19. Would the non-appearance of any individual preclude the successful fulfillment of the event? If yes, please provide details:  
 YES  NO
  20. Is the applicant aware of any circumstances, actual or threatened, that may possibly result in a claim under this insurance?  
 YES  NO
  21. Has the event to be insured ever sustained and insured loss?  
 YES  NO
- If YES to any of the above questions, please provide details here:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE ATTACH A COPY OF THE EVENT BUDGET**

**DECLARATION**

To the best of my knowledge and belief the information provided in this application, whether in my own hand or not, is true and I have not withheld any material facts. I understand that non-disclosures or misrepresentation of a material fact will entitle the company to void the insurance. I understand that signing this Application does not bind me to complete the insurance but agree that should an insurance policy be issued, this Application and the statements made therein shall form the basis of the insurance.

Print Name \_\_\_\_\_ Title \_\_\_\_\_  
 Sign Name \_\_\_\_\_ Date \_\_\_\_\_