

# Shows/Fairs/Exhibitions Insurance

## Proposal form



# About you

Organisation and legal title (Ltd, Committee, PLC etc.)

Title Name

Address

Postcode

Daytime contact telephone no.

Email

Yes

No

Are you the organiser of the event?

## Whilst organising or participating in any event have you, or any official committee member or co-organiser:

**a)** Suffered any loss or circumstance which has, or might have given rise to a claim under this type of insurance in the last five years?

**b)** Had any insurance declined, cancelled or had special terms imposed by any event insurer?

Have you or any official committee member, partner, co-organiser or member of the insured been convicted of any criminal offence other than a driving offence, which is currently unspent?

## Event

Name of event

Type of event

Name of venue

Address

Postcode

Is your event:      Inside      Outside      Both

Dates you take occupation of, or are responsible for the venue:      From      To

Dates your event is open to the public:      From      To

Total number of visitors expected to attend your event, over its duration:

### PLEASE NOTE:

The total number of visitors are calculated on the maximum number of people attending throughout the duration of the event (300 visitors a day over 4 days, equals 1200 visitors in total, even if the same people are attending each day).

# Premiums (including insurance premium tax)

**PLEASE NOTE:**

Please take reasonable care to answer all the questions honestly and to the best of your knowledge. Your answers to the questions will affect our decision to provide cover and the premium charged. If you don't understand a question or cannot answer it, please contact us immediately because if you don't answer the questions correctly, your policy may be void.

## Public Liability

Prices are in respect of up to 4 consecutive days.

TOTAL VISITORS	PREMIUMS			
	£1M	£2M	£5M	£10M
Up to 100	£69	£99	£136	£180
Up to 250	£93	£136	£182	£239
Up to 500	£122	£182	£242	£298
Up to 1,000	£182	£242	£301	£358
Up to 2,500	£301	£362	£423	£476
Up to 5,000	£423	£480	£542	£596
Up to 10,000	£601	£662	£721	£833
Up to 15,000	£782	£841	£961	£1,178
Up to 20,000	£961	£1,081	£1,199	£1,376

Yes	No	N/A
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Do you have a fully documented risk assessment and/or health and safety policy for the event?

Will there be first aid at the event?

Will you ensure that all contractors engaged with your event have satisfactory public liability cover in place?

Will you ensure that any entertainer, exhibitor or food vendor will have satisfactory liability insurance in place for their activities?

Will your event be marshalled and is there a traffic management plan in place for the attendees?

Will any temporary structures be erected at the event?

If yes, please tick the box for which of the following will be at your event:

Marquees or gazebos

Tiered seating

Staging

Other (please specify)

Are these being erected by a subcontractor?

Will these structures be larger than 7 metres by 7 metres?

# Premiums (including insurance premium tax)

## Employer's Liability

Prices are in respect of up to 4 consecutive days.

EMPLOYERS	PREMIUMS	
	£5M	£10M
Up to 10 volunteers/helpers/employees	£61	£115
Up to 20 volunteers/helpers/employees	£122	£301
Up to 50 volunteers/helpers/employees	£301	£601

Please provide us with your ERN or ELTO reference if you have one:

## Event Equipment

Prices are in respect of up to 4 consecutive days.

COVER UP TO	PREMIUM
£2,500	£25
£5,000	£50
£7,500	£75
£10,000	£100
£15,000	£150
£20,000	£200
£30,000	£300
£40,000	£400
£50,000	£500

Yes	No	N/A
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Do you have proof of purchase or hire for the equipment?

If your equipment will be on site for more than one day or overnight, is **security** in place?

(By security, we mean protections which can reasonably be expected to prevent a loss and would require forcible or violent entry or exit from the location.)

Does any item have a value of £2,000 or greater?

# Premiums (including insurance premium tax)

\* Cancellation cover, due to adverse weather is only available when your event is more than 10 days from the date you purchase the policy.

## Cancellation, Abandonment, Postponement

COVER UP TO	PREMIUM
£2,500	£25
£5,000	£50
£7,500	£75
£10,000	£100
£15,000	£150
£20,000	£200
£30,000	£300
£40,000	£400
£50,000	£500

Yes

No

N/A

Are written contracts in place between yourself and your venue and/or suppliers?

Do you require cover to include cancellation as a result of the non-appearance of a key person(s)?\*

Do you require cover to include Adverse Weather conditions?\*

**\*PLEASE NOTE:**

An additional premium may be charged for non-appearance of a key person and/or adverse weather cover, and we may need some more information from you.

**TOTAL PREMIUM**

£

All sections are extendable by quotation.

# Event activities

## Will your event feature any of the following:

Yes

No

Any trampolines, acrobatics, gymnastics or any activity requiring the use of harnesses?

Shooting, archery or use of projectiles?

Any motorised/mobile or aerial displays or races (including gravity powered go-karts)?

Any forms of fire i.e. torches, bonfires, fireworks, beacons or fire pits (not including BBQ's)?

Any activity taking place in or on water?

Inflatable play equipment, fairgrounds or electrical rides, circus acts or stunt acts of any kind?

**If you have answered yes to any of the above, will these be provided and operated by a subcontractor carrying their own Public Liability cover?**

Religious and/or politically motivated activities (i.e., outdoor preaching, marches or protests)?

Events taking place in non-fit for purpose, unlicensed and uninsured venue(s)? i.e. derelict or abandoned buildings and warehouses etc.

Any adult themes, controversial views or violent elements?

The public handling or riding of animals?

Strongman/competitive/endurance/extreme games, activities or sports? i.e. highland games, obstacle runs, marathons, cross fit, hockey, rugby, triathlon, it's-a-knock-out competitions or powerlifting

Battle or war re-enactments, Live-Action-Role-Play or jousting?

Ghost hunts, séances, paranormal investigations or any activity designed to deliberately scare?

# Event activities

Please provide us with a description of the event and a list of your planned main activities:

## **Main exclusions**

For full terms and conditions a specimen policy wording is available upon request.

- The first £250 of each and every claim (except Public Liability, bodily injury, Employer's Liability and Cancellation claims).
- Theft from unsecured venues or vehicles.
- Any dangerous activities (please refer to your policy documents).
- Any contractors, performers, exhibitors or suppliers.

# Important information

## Please tick as appropriate:

I would like a quotation      I would like to purchase a policy

How would you like us to send your documents?      Post      Email

Please confirm, if you wish to proceed with the cover and how you wish to pay?

Card payment over the phone      Enclosed a cheque      BACS transfer

Please supply us with your best daytime contact number and an indication of which time slot you would prefer us to contact you in:

Telephone no:      09:00-12:00      14:00-17:00

## Important – please sign below

**Any policy or quote will be issued based upon the information provided to us by you. You must take reasonable care to provide us with accurate information and you should notify us immediately if anything is incorrect or if you are unsure about any details. Providing inaccurate information could adversely affect your policy, including invalidating your policy and claims being rejected or not fully paid. Should any information change during the period of insurance you should notify us immediately. Insurance cover is subject to our terms and conditions. If you would like a copy, please refer to our website or contact us on 01425 470360.**

Please be assured that we take your privacy extremely seriously and we will only use your personal information to administer your account and to provide the products and services from us.

However, we would like to be able to let you know about related products or services that we think you might be interested in. If you are happy for us to get in touch every now and then, please tick the boxes below to say how we may contact you:

Email      Post      Text Message

Signature      **typed e-signature is acceptable**      Date

**Please return this form in the enclosed or provided FREEPOST envelope.**

Are you a broker?      Yes      Postcode

Company name

**\* Please note, you can complete and sign this form on behalf of your client**

## IMPORTANT

### Insurance provider details

This insurance is arranged by Event Insurance Services Ltd & underwritten by Bspoke Underwriting Ltd on behalf of Watford Insurance Company Europe Limited. Watford Insurance Company Europe Limited is a Gibraltar based insurance company with its registered office at, P O Box 1338, First Floor, Grand Ocean Plaza, Ocean Village, Gibraltar.

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**bspoke**  
underwriting

For internal use:  
Reference

**01425 470360 | [info@events-insurance.co.uk](mailto:info@events-insurance.co.uk) | [www.events-insurance.co.uk](http://www.events-insurance.co.uk)**

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