

EXHIBITOR INSURANCE PROGRAM

EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

Helen Brett Enterprises, Inc. requires that all exhibitors carry Commercial General Liability insurance with limits of \$1,000,000 per occurrence, \$2,000,000 aggregate. Helen Brett Enterprises, Inc. and the venue shall be named as Additional Insured. This insurance must be in force during the lease dates of the event.

This insurance:

- Protects exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance
- Protects foreign exhibitors whose insurance will not pay claims brought in U.S. courts
- Cost is \$100 per exhibitor - regardless of booth size
- We also offer 6 month and 12 month coverage for exhibitors attending multiple shows

EXHIBITOR EVENT CANCELLATION INSURANCE (OPTIONAL)

This is an optional program that John Buttine Inc offers to exhibitors. This program covers your expenses to attend a show (airfare, hotel rooms, etc).

This insurance:

- Protects against loss of incurred expenses in the event of an Event's cancellation, relocation, postponement, or curtailment
- Covers the extra cost to get key staff or equipment to the show site in the event of weather-related travel delays, sickness, death of immediate family and even jury duty
- Pays for loss related to damage of booth equipment and show-related products and displays
- Policy includes loss due to power outage at exhibition site

There are three limit options: \$10,000, \$25,000, and \$50,000 and the costs are \$150, \$325 & \$600 per event respectively.

IT'S EASY TO APPLY...

- Go to www.buttine.com and complete the application online
- We accept Visa or MasterCard
- Deadline to apply for these insurance programs is ONE week prior to the Event Start Date

QUESTIONS?

Please Contact:

Buttine Underwriters Purchasing Group, LLC
Attn: Kendra Reilly
Phone: 212-697-1010 ext. 49
Email: kar@buttine.com



EXHIBITOR LIABILITY INSURANCE APPLICATION & ENROLLMENT FORM

EXHIBITOR LIABILITY INSURANCE

- 1. Coverage Description** Provides Commercial General Liability Insurance to meet the requirements of booth space sales agreement.
- 2. Limits of Insurance** \$1,000,000 per occurrence, \$2,000,000 annual aggregate
- 3. Additional Insured** Helen Brett Enterprises, Inc. and the Venue

EVENT INFORMATION (PLEASE PRINT CLEARLY OR TYPE)

Show Name: _____

Show Dates: _____ Venue: _____

APPLICANT INFORMATION (PLEASE PRINT CLEARLY OR TYPE)

Company Name: _____ Booth Number: _____

Applicant Name: _____ Title: _____

Telephone: _____ Fax: _____

Email Address: _____

Booth Activity/Description (what will you be doing in your booth during the event?): _____

Have you had any losses in the past 5 years? Yes No If yes, please provide details of all losses, claims &

incidents: _____

PREMIUM OPTIONS

Type of Coverage	Cost
_____ One Event	\$100 (Includes all applicable fees)
_____ 6 month policy (up to 6 shows)	Please contact our office
_____ 12 month policy (up to 10 shows)	Please contact our office

DEADLINE DATE - ONE WEEK PRIOR TO EVENT START DATE

The Application and Payment MUST be received one week prior to event start date to ensure proper coverage.

PAYMENT INFORMATION

Payment must accompany the application. We accept Visa and MasterCard. We DO NOT accept American Express.

Total Amount Due: \$ _____ Visa _____ MasterCard _____

Credit Card Number: _____ Expiration Date: _____

Billing Address: _____

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

Name on Credit Card: _____

Cardholder Signature: _____ 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;

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

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: _____ Company: _____

Signature of Applicant: _____

Date: _____

Please Fax or Email Application to:

Buttine Underwriters Purchasing Group, LLC

Fax: 212-504-8084

Email: kar@buttine.com

Any Questions, Please Contact: Kendra Reilly at 212.697.1010 ext 49

ShowDown® Exhibitor EVENT CANCELLATION INSURANCE APPLICATION

APPLICANT INFORMATION (PLEASE PRINT CLEARLY OR TYPE)

1 Name & address of organization applying for insurance

FOR QUESTIONS 2-7 PLEASE CHECK YES OR NO:

- 2 Will your booth be outdoors and/or under canvas? YES _____ NO _____
- 3 Will your booth require any unique installation and/or construction work? YES _____ NO _____
- 4 Have you made all necessary arrangements to attend the event? YES _____ NO _____
- 5 Have all necessary licenses, visa, and/or permits been obtained and have all contractual arrangements been confirmed in writing? YES _____ NO _____
- 6 Have you ever sustained an insured loss? YES _____ NO _____
- 7 Is the applicant aware of any circumstances, actual or threatened, that may possibly result in a claim under this insurance? YES _____ NO _____

EVENT INFORMATION (PLEASE PRINT CLEARLY OR TYPE)

8 Name of event _____

9 Lease Dates: Move In Date: _____ Move out Date: _____

10 Event Dates: Start Date: _____ End Date: _____

11 Name & location of venue where event will be held

Name _____

City _____ State _____

LIMIT / PREMIUM OPTIONS (PLEASE CHECK ONE)

	<u>LIMIT</u>	PREMIUM (INCLUDING TAXES & FEES)
A)	_____ \$10,000	\$150
B)	_____ \$25,000	\$325
C)	_____ \$50,000	\$600
D)	\$ _____	Referral

DISCLAIMER

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 _____ EMAIL _____

SIGN NAME _____ PHONE # _____

TITLE _____ DATE _____

Please Fax or Email Application to:

John Buttine Inc.

Fax: 212-504-8084

Email: kar@buttine.com

Any Questions, Please Contact: Kendra Reilly at 212.697.1010 ext 49

Application MUST be submitted at least 14 DAYS prior to Event Start Date.

ShowDown® Exhibitor EVENT CANCELLATION INSURANCE

FREQUENTLY ASKED QUESTIONS

What is ShowDown® Exhibitor Event Cancellation Insurance?

ShowDown® Exhibitor Event Cancellation Insurance is designed to provide reimbursement for Incurred Expenses.

What are incurred Expenses?

Incurred Expenses are the costs paid in advance of a show's cancellation or the extra costs paid to keep your booth open after a covered loss.

How do I purchase ShowDown® Exhibitor Event Cancellation Insurance?

This policy can be purchased by completing the simple one-page application on-line at www.buttine.com.

When Should I purchase ShowDown® Exhibitor Event Cancellation Insurance?

We recommend that you purchase ShowDown® Exhibitor Event Cancellation Insurance as soon as possible or when you sign up for your exhibit space. The cost is the same whether you buy 14 days in advance or 200 days in advance. The sooner you buy, the more days of coverage you receive.

What types of losses does ShowDown® Exhibitor Event Cancellation Insurance cover?

It provides coverage for many unexpected costs and expenses that an exhibitor may incur. If the show is cancelled due to fire, weather, airline strike, power outage, facility/venue damage, etc. and you lose the cost of your hotel rooms, airfare, meals, etc., this insurance will reimburse you. In addition, if you must pay extra to open or keep open your booth due to loss and/or damage to your exhibit, late or non-arrival of exhibits, accident or illness to a key business partner or family member, and/or severe weather conditions the policy will also pay your incurred expenses.

Will ShowDown® Exhibitor Event Cancellation Insurance provide coverage if the weather forces the event to be cancelled or postponed?

Yes, ShowDown® Exhibitor Event Cancellation Insurance will provide coverage if the weather conditions are extreme enough to prevent the event from taking place. All Costs and Extra Expenses that you incur are covered.

Will ShowDown® Exhibitor Cancellation Insurance provide coverage if Key Employee or Business Partner suffers an accident or illness?

If you are unable to open or keep open your booth due to an accident or illness of Key Employee or Key Business Partner the policy will respond.

What happens if my booth is damaged or lost?

If your booth is damaged or lost resulting with you being unable to open or keep open your exhibition stand or space at the event, the policy will pay your incurred expenses.

How long does it normally take to resolve a claim?

If the paperwork and documentation are readily available, then a claim will be settled promptly – less than two weeks.