

Eugene Tkalitch & Associates, Ltd.
Your Independent and Effective Source for Event Cancellation Insurance
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Event Cancellation Insurance Application – Tradeshows/Conferences/Conventions

Insured: (Organization Holding the Event)

Name _____
Address _____
City _____ State _____ Zip _____ Telephone (____) _____
Contact Person _____ Website Address _____

Event to Be Insured:

Name of Event: _____

Date of the Event: Start Date _____ End Date _____

Type of Event: Convention/Meeting ___ Tradeshow ___ Consumer Show ___ Other _____

Name of Facility Venue/Hotel/Convention Center _____

Address of Venue/Hotel/Convention Center _____

City _____ State _____ Zip Code _____

Financial Information:

Budgeted Revenue from the Event \$ _____

Budgeted Expenses from the Event \$ _____

Budgeted Net Income/Loss \$ _____

Please attached a copy of the budget for events over \$1,000,000

General Questions:

Is the event open to the general public?	Yes ___ No ___
Is coverage for non-appearance of any person required for this event? If yes, provide details	Yes ___ No ___
Is your event utilizing teleconferencing or satellite communications? If yes, provide details.	Yes ___ No ___
Is any part of the event to be held outdoors, in a tent, or in a temporary structure?	Yes ___ No ___
Is the facility to be used under construction or being renovated?	Yes ___ No ___
Do you have written contracts between you and the facility?	Yes ___ No ___
Have all the necessary arrangements essential to a satisfactory event been made?	Yes ___ No ___
Do you have a contingency plan if your event is delayed or postponed?	Yes ___ No ___
Has the event to be insured ever suffered a previous insured loss?	Yes ___ No ___
Is the applicant aware of any circumstance that may possibly result in a claim under this insurance?	Yes ___ No ___

Completion of this application does not bind either the applicant or the underwriter to provide the insurance. This will allow our office to obtain quotes for various resources. A final, signed application from the selected provider of insurance may be required to bind coverage if desired.

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