

**ASAE Endorsed
Event Cancellation Insurance Application**

Brought to you by:



1. INSURED: (Association or Organization holding the Event)

Name: _____ Phone: _____

Physical Street Address (Required): _____ Fax: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Website: _____

Are you a member of the American Society of Association Executive? (Not required for Insurance) Yes No

2. EVENT TO BE INSURED:

Full Name of Event: _____

Facility Name & Address: _____ City: _____ State: _____ Zip: _____

Open Dates of Event: From _____ To _____

***If you have multiple events, please complete the supplemental event application**

3. FINANCIAL INFORMATION:

Budgeted Gross Revenue: \$ _____ Budgeted Expenses: \$ _____ Budgeted Net Income/Loss: \$ _____

Please feel free to declare any additional amount from financial commitments (eg. Room Blocks) \$ _____

NOTE: Coverage for financial commitments is included within your Event Cancellation limit of indemnity plus an additional 20% above the limit.

4. Provide the percentage of gross revenue from:

Attendees fee: _____ Exhibitor's fees _____ Sponsorships: _____ Public Gate Receipts: _____

****A copy of the budget is required with the application if the budgeted revenue or expenses exceeds \$1,000,000.**

5. Maximum number of attendees (including exhibitors) on any one day of the Event.

Less than 100 100 to 1,000 1,000 to 5,000 5,000 to 10,000 10,000 to 20,000 Over 20,000

6. Does the financial information represent the entire gross revenue or expense of the event? Yes No

7. Has this event been held before? Yes No

8. Is coverage for non-appearance of any person required for the event? Yes No

If yes, provide details. _____

9. Is your event going to utilize teleconferencing or satellite communications? Yes No

If yes, provide details. _____

10. Is any part of the event to be held outdoors, in a tent, or in a temporary non-permanent structure? Yes No

If yes, provide details. _____

11. Do written contracts exist between you and the facility? Yes No

12. Have all the necessary arrangements essential to a satisfactory event been made? Yes No

13. Is the facility under construction or major renovation? Yes No

14. Do you have a contingency plan if your event is delayed or postponed? Yes No

If yes, provide details. _____

15. PRIOR CLAIMS & PRE-EXISTING POTENTIAL LOSS

Are you aware of any circumstances, currently existing or threatened that may possibly result in

a claim under this insurance? Yes No

If yes, provide details. _____

NOTE: If you become aware of any such circumstances after completing this application, and before the date insurance for the event commences, you must disclose the circumstances to the insurers immediately, as this may affect this insurance.

16. Have you at any time within the last 5 years had a loss, or circumstances, which could have led to a loss, which would have been covered by this insurance? Yes No

If yes, provide details. _____

PLEASE READ AND SIGN BELOW:

Signing this application and declaration does not bind either the applicant or the underwriter to provide the insurance. In the event there is any material change in the answers to the questions herein prior to the issuance date of the policy, the application form would be considered inaccurate or incomplete. The applicant will notify the insurer in writing, and, if necessary, any outstanding quotation may be modified or withdrawn. It is agreed that this application and declaration shall be attached to and form part of any policy which may subsequently be issued. The undersigned applicant represents that the statements set forth in this application and its attachments and other materials submitted to the insurer are true and correct.

Name: _____ Signature: _____

Title: _____ Date: _____

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All quotations are subject to the receipt and acceptable review of the application and other underwriting information by the underwriter.