

## SUPPLEMENTAL APPLICATION

1. Name of applicant or insured: \_\_\_\_\_
2. Please describe the type of events/meetings the applicant plans: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What percentage of the applicant's revenue is derived from meetings that take place internationally? \_\_\_\_\_%
4. Does the applicant provide any of the following services?
  - a. Design services (i.e., exhibits, stages, lighting, etc.?) ☐ Yes ☐ No  
If "Yes," please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. Fabrication, installation, maintenance or repair services? ☐ Yes ☐ No  
If "Yes," please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. If "Yes" to either service above, does the applicant carry general liability coverage? ☐ Yes ☐ No
  - d. Is the applicant responsible for hiring and/or managing any construction contractors or licensed architects/engineers? ☐ Yes ☐ No  
If "Yes," please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Does the applicant have signed contracts with all the venues for the events they manage? ☐ Yes ☐ No
6. Does the applicant have authority to enter into contract on behalf of their clients? ☐ Yes ☐ No
7. Is the client responsible for signing off on all plans prior to the event? ☐ Yes ☐ No

SIGNATURE IN FULL: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**ALL QUESTIONS MUST BE ANSWERED AND THE APPLICATION MUST BE SIGNED AND DATED**

Agency Name and Address: \_\_\_\_\_

Person Submitting Application: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_