

Event Insurance

Insurance Product Information Document

Company: Event Insurance Services Ltd

Product: Conferences Insurance

This insurance is underwritten by By Convex Insurance UK Limited which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register Number 840616)

This document is a summary of cover highlighting the key features and benefits as well as the general conditions and exclusions of this policy. Full terms and conditions can be found in the policy wording. You will also receive a policy schedule showing the specific details of your policy and the cover(s) you have selected. Please take time to read the policy documents when you receive them. It is important that you tell us as soon as possible if any of the information is incorrect.

What is this type of Insurance?

This cover is an indemnity-based, all risks style policy. The policy will reimburse you (the policy holder) for costs incurred and/or irrecoverable expenses should certain problems arise. **There are four 'key' sections to the policy which are available to purchase in various combinations, as well as optional extensions which can be taken out.**

This policy insures conferences, meetings (such as AGM's), lectures, presentations, seminars, or awards ceremonies.



What is insured?

Sections of cover available on request

- **Public Liability** - Covers you (the policy holder) for your legal liability in respect of Accidental damage to third party property & Accidental bodily injury to a third party which you cause during each event.

Optional Extra Cover (available on request)

If applicable, your policy schedule will confirm that covers which you have selected.

- **Employers Liability** - Covers you (the policy holder), for your legal liability in respect of Accidental bodily injury to an employee, volunteer, or helper, whilst they are at an event and are under your direct control and supervision.
- **Event Equipment Cover** – Provides cover for the accidental loss, damage, or theft of Equipment which is hired, leased, or owned by you (the policy holder) for the purposes and duration of the Event.
- **Cancellation & Rearrangement Cover** - Provides cover, on a per event basis, for your irrecoverable costs (expenses, less any income) incurred because of the cancellation, abandonment & postponement of the Event for reasons which are *unavoidable, unforeseen and beyond your control*. This includes cover for adverse (dangerous) weather conditions which lead to the cancellation of your Conference.
- **Non-Appearance Cover** – An optional extension to cancellation cover. This provides you cover for needing to cancel the event if a key speaker, performer or other such, essential person (other than you) is unable to attend. For example, the keynote speaker of a conference or the tutor for a class / seminar.



What is not insured?

- ✗ Damage to floors or ground or underground services, except for carpeting and rugs.
- ✗ Any liability caused by any third-party contractor attending your conference such as technicians, key speakers, or performers.
- ✗ Any liability arising from the faulty erection, dismantlement, use or alteration of any temporary structures.
- ✗ The first £250 of every claim for accidental damage, loss, or theft of/to property.
- ✗ Costs relating to agreements or contracts which are not in confirmed in writing.
- ✗ Property which you are not legally responsible for.
- ✗ Theft, unless there is forcible or violent entry or exit from a secured location.
- ✗ Cancellation or Rearrangement because of insufficient attendance or lack of interest.
- ✗ This policy does not offer cover when you know, when buying this policy, that there is already a problem that may lead to a claim.
- ✗ Any claims caused by or resulting from infectious or contagious diseases including COVID-19



Are there any restrictions on cover?

- ! The policy holder must be a permanent resident in the UK, the Channel Islands or Isle of Man and have an insurable interest in the event.
- ! **Employers Liability** can only be taken out with **Public Liability**.
- ! This policy looks to reimburse the costs of the policy holder, not the costs (travel, accomodation etc...) of any delegates who cannot attend.



Where am I covered?

The conference or meeting must be taking place within the United Kingdom, the Channel Islands or Isle of Man.



What are my obligations?

At point of Application; You must provide full and accurate information to all questions asked. Your answers must be true to the best of your knowledge and belief. Your answers will form part of the statement of fact on which your policy will be based.

Over the duration of a policy; If you become aware that information you have given us is inaccurate or has changed, you must inform us as soon as possible. Failure to do this may invalidate your policy and claims may not be paid.

At point of Claim; You must provide full and accurate information to all questions asked. You must also provide any evidence requested by us to support and validate your claim.



When and how do I pay?

Your premium is a one-off payment. Payment can be made by debit or credit card, by Cheque or by a BACS payment.



When does the cover start and end?

Public Liability, Employers Liability & Equipment Cover all start based on the dates you request from us; usually these are the days which you are setting up and/or taking down the event, as well as the days the event is open to the public. Your **Cancellation** cover will start as soon as you purchase your policy and will terminate upon completion of the event.



How do I cancel the contract?

If you decide that for any reason, this policy does not meet your insurance needs then please return it within 14 days from the date of purchase or the day on which you receive your policy documentation, whichever is the later. On the condition that you have not used the insurance to cover any events and that no claims have been made or are pending, the premium will be refunded in full. If you wish to cancel after the 14-day cooling off period, please contact the organisation from whom you bought your policy.