

QUOTE REQUEST

Insured Name (event owner):			
ABN:	Registered for GST: Yes No	PCO Member: Yes No	
Conference Organiser:			
Contact Name:		Contact Number:	
Address:			
Email:			

1. Event Details:

Event Name:		Has the event been held before? Yes No	
Type of event ?	Conference	Conference & Exhibition	Incentive Trip/Concutive
Event Dates:	From: To:	Total Number of attendees:	
Name of Venue:			
Address of Venue:		State:	Postcode:
Event Location:	Majority Indoors	Majority Outdoors	
Event Budget	100% Costs & Expenses:	100% Gross Revenue:	
Basis of Cover required:	100% Costs & Expenses	100% Gross Revenue (Expenses plus Net Profit)	
Any additional information eg. Additional venues, tours:			

2. Adverse Weather:

Could any of the activities taking place outdoors or under temporary structures be affected by Adverse Weather?	Yes	No
If yes, please provide details including proportion of event budget being held outdoors:		

3. Public & Products Liability:

Limit Required:		
\$10,000,000	\$20,000,000	Other
Are there any non standard activities that need to be considered? (eg off site activities, tours, fun run etc.)	Yes	No
If yes, please provide further details		

Additional Notes:

4. General Questions:

a.	Have all contractual arrangements necessary for successful fulfilment of the event been made and confirmed in writing?	Yes	No
b.	Are you aware of any matter, fact, circumstance or incident, existing or threatened that could possibly affect the performance(s) or event(s), and might result in a loss under this insurance?	Yes	No
c.	Have you, or any other person to which this insurance would apply ever been declined insurance, or had any such insurance cancelled, or renewal refused, or had special terms imposed?	Yes	No
d.	Has any Event(s) in which You were involved (in managing) had any incident that could have resulted, or did result, in a financial loss that would be covered under the proposed insurance?	Yes	No

Your Duty Of Disclosure

Before you enter into a contract of general insurance with an insurer, you have a duty, under the Insurance Contracts Act 1984 (Cth), to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and, if so, on what terms. You have the same duty to disclose those matters to the insurer before you renew, extend, vary or reinstate a contract of general insurance. Your duty however does not require disclosure of matter:

- that diminishes the risk to be undertaken by the insurer;
- that is of common knowledge; - that your insurer knows or, in the ordinary course of its business, ought to know;
- as to which compliance with your duty is waived by the insurer.

Non Disclosure

If you fail to comply with your duty of disclosure, we may be entitled to reduce our liability under the contract in respect of a claim, cancel the contract, or both. If your non-disclosure is fraudulent, we may also have the option of voiding the contract from its beginning.

Declaration

To the best of your knowledge and belief and having diligently made all necessary inquiries the information provided in connection with this quote request, whether in your own hand or not, is true and you have not withheld any material facts.

Note: a material fact is one likely to influence acceptance or assessment of this request, if you are in any doubt as to what constitutes a material fact you should consult our office. It is understood that the signing of this request does not bind you to complete or us to accept this insurance, but you agree that, should a contract of insurance be concluded, this request and any supporting information shall be incorporated into and form the basis of the contract.

5. Signature

Signature:

Date:

Name:

Position