

Insurance for Exhibits

Hall:	Stand No.:
Exhibitor:	

Order Form 2012

Insurance: Fax: +49(0)30/250092-755
Mailing address: Funk & Söhne GmbH, Versicherungsmakler, Postfach 1229, 10722 Berlin, Germany
For queries: Phone: +49(0)30/250092-0, E-Mail: v.dutrannoy@funk-gruppe.de, r.wulf@funk-gruppe.de

Important:

All exhibitors are seriously advised to arrange insurance cover for their exhibits for the duration of the exhibition, during transport to and from the event and for any storage in intervening periods or after the event.

The Fair Management does not accept any liability for persons or objects on the Exhibition Grounds – including construction and dismantling periods.

For premiums and insurance conditions please see overleaf.
 Please note: The insurance cover is only valid after payment.

Name of event/Dates of event/insurance cover:

.....
 The following items will be on display (give exact details):

.....

A Sum insured according to insurance application:

Exhibits: EUR
 Stand equipment: EUR
 Pers. property of stand personnel: EUR
Total sum insured: EUR

Are the items being transported
 from Europe: yes no
 from outside of Europe yes no

What additional insurance do you require?

B Liability insurance * yes no
C Accident insurance * yes no

Number of all persons:

*) See insurance conditions next page

We hereby confirm that we have noted the conditions. We accept them as binding and agree to their application.

Customer/Invoicing address:	Ust Reg. No.:	
.....		
Street/P.O.Box		
.....		
Zip Code/City/Country		
.....		
Contact for queries:	Telephone:	Telefax:
.....	
E-Mail:	Customer number:	
.....		

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....		

As of: July 2011/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg.

Details about exhibition insurance

For the exhibitor's own interest and account, the following forms of insurance cover are available from leading insurers in Germany.

A.

Exhibition insurance providing full cover for the exhibits against all usual risks. Cover is provided against risks such as damage during transportation, fire, water or moisture damage (except on the open air grounds), burglary, theft, deliberate and malicious damage by third persons. This cover is valid for the duration of the event and, if proposed, during transport to and from the event. Not allocated storages are also included for a period of up to 30 days. The insurance cover is provided in accordance with the General Insurance Terms for Exhibition 1988 and in general the clause concerning the exclusion of risks arising from the use of chemical, biological, biochemical substances or electromagnetic waves as weapons causing a public danger, and changes to the exclusion of nuclear energy. The following also applies if applicable respectively included Machinery Clause, Special Conditions to the AVB Exhibition of Traveller's Baggage.

The premium-rates amount on average to 3.5 % of the value of the exhibit. The premium is increased for items being transported. In case of coinsurance of transport the surcharge for premiums are:

Transports from: Europe + 1.5 % surcharge
other countries + 3.5 % surcharge

The minimum premium per exhibition/application is 50.00 EUR plus the valid insurance tax in each case. In the case of damage the policyholder shall be required to meet 25% of the indemnifiable damages himself. The insurance terms can be sent on request.

B.

Liability insurance for claims against exhibitors or their employees and stand personnel (own staff and outside staff) in their capacity exhibitors.

The General Terms of Liability Insurance (AHB) apply. The amount of cover provided is as follows:

3,000,000.00 EUR for personal injury and damage to property

25,000.00 EUR for financial loss

2,000,000.00 EUR for environment basic cover.

The premium, plus valid insurance tax for a period of amounts to 109.00 EUR.

C.

Accident insurance, providing cover for the policyholder, his own or outside stand personnel, according to the guidelines laid down in the General Accident Insurance Terms (AUB) and in legal regulations, and valid for the official duration of the exhibition. Insurance cover also applies to direct travel by those protected under the policy on their journeys to and from the event from their place of residence or place of work, provided this is within Europe.

Insurance cover provided:

10,000.00 EUR in the event of death

75,000.00 EUR in the event of injury.

The premium, plus valid insurance tax in each case, is 18.00 EUR.

Copies of the skeleton agreement for liability insurance and/or accident insurance may be inspected in our office in Budapester Straße, or can be sent on request.

Application deadline for insurance 14 days prior to the opening of the exhibition. For applications received any later, insurance cover only applies provided no damage has occurred or been notified before receipt of the application.

Transactions/Assistance

Special authority to act on behalf of the insurers has been granted to the following company:

L. Funk & Söhne GmbH

Insurance brokers

Budapester Str. 31, 10787 Berlin, Germany

Postfach 12 29, 10722 Berlin, Germany

Telephone: +49(0)30/25 00 92-0

Telefax: +49(0)30/25 00 92-7 55

Damage occurring on the Exhibition Grounds

1. If damage occurs or is discovered, the official in charge must be notified immediately. Messrs. Funk & Söhne GmbH should also be notified at once in writing of any damage.

2. In the event of burglary or theft the local police station should be informed immediately. The address is:

Polizei-Abschnitt 22

Charlottenburger Chaussee 75

13597 Berlin, Germany

Phone: +49(0)30/46 64-22 27 01

Fax: +49(0)30/46 64-22 27 99

Damage occurring during transport

Where loss or damage is apparent on taking delivery of the goods delivery documents must be marked and the carrier/driver must be requested to certify the loss or damage. When loss or damage is not apparent immediately upon discovery (but not later than three days following delivery) notice must be given to the carrier and he must be requested to attend a joint survey. Failure to comply with these instructions will cause delay in eventual settlement and may prejudice any claim under the policy.

Note:

Applications for insurance cover become provisionally effective on receipt of the signed application by Messrs. Funk or Messe Berlin, but not prior to departure of persons or dispatch of goods.

– Damage Claim Report –



L. Funk & Söhne GmbH
Versicherungsmakler GmbH
Postfach 12 29

10722 Berlin

Submitted by (stamp):

Bank:
 Sort code:
 Account number:

I. General details

Event:

Date of damage occurred:: _____	<input type="checkbox"/> Industrial liability insurance	
Value of damage (estimated): _____	<input type="checkbox"/> Exhibition insurance	
Cause of damage: _____	<input type="checkbox"/> Accident insurance	
Invoice no.: _____		
Paid on: _____		
Damage reported on: _____	Police (office): _____	Public Prosecutor's Office: _____
	File ref.: _____	File ref.: _____
Describe how damage occurred (use enclosures and additional documents if necessary):		

II. In cases of damage or injury covered by liability insurance (personal injury, damage to property or financial damage)

1. In what respect do you regard the exhibitor as culpable?	_____
2. Please give full description of how the damage occurred:	_____ _____
3. Only to be completed in cases of personal injury:	
3.1 Description of the injury:	_____ _____
3.2 Which doctor or hospital treated the injured person?	_____
3.3 Date of birth of injured person:	_____
3.4 Family status of injured person:	<input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> divorced
3.5 Does the injured person have any children?	<input type="checkbox"/> no <input type="checkbox"/> yes, how many ages _____
3.6 Is the injured person claiming restitution from a third party (health insurer, professional association or similar)?	<input type="checkbox"/> no <input type="checkbox"/> yes, from _____

– Damage Claim Report –



4. Only to be completed if damage to property has occurred	Retain damaged items as evidence!
4.1 What items were damaged?	_____
4.2 What form did the damage take?	_____
4.3 When were the damaged items acquired and what did they cost?	Date: _____ €
	Date: _____ €
4.4 Is repair possible?	<input type="checkbox"/> no <input type="checkbox"/> yes
4.5 What is your estimate of the cost of the damage?	_____ €
4.6 Has consideration been given to the fact that the items may have already been worn or damaged?	<input type="checkbox"/> no <input type="checkbox"/> yes
4.7 Are the damaged items insured (against damage by fire or domestic water, for glass damage, damage to lighting tubes, vehicle insurance etc.)?	<input type="checkbox"/> no <input type="checkbox"/> yes, with _____
Has a claim already been submitted to the insurers?	<input type="checkbox"/> no <input type="checkbox"/> yes policy number: _____
Claimant (name, address):	_____

	<input type="checkbox"/> staff <input type="checkbox"/> visitor <input type="checkbox"/> other person
Person responsible for damage (name, address):	_____

	<input type="checkbox"/> staff <input type="checkbox"/> visitor <input type="checkbox"/> other person
<input type="checkbox"/> Claims have already been asserted:	<input type="checkbox"/> verbally
	<input type="checkbox"/> in writing (enclose claim documents)

III. Damage to exhibits/stand equipment, luggage

<input type="checkbox"/> Damage has not yet been made good.	<input type="checkbox"/> Damage was made good on _____
<input type="checkbox"/> Invoice(s) for the sum of _____ € enclosed.	
Person responsible for damage (name, address):	_____

