

Dear Exhibitor

Re: Exhibitor Protection Scheme - standard insurance on a non-advised basis provided by InEvexco Limited

Thank you for returning your exhibitor contract for the upcoming event you have signed up.

You are required as part of our terms and conditions to have adequate public liability cover in place prior to an event so that you may exhibit at the event. The Exhibitor Protection Scheme relates to this public liability cover and also includes additional standard cover for cancellation expenses and property damage suffered by the Exhibitor in respect of or at the event. As part of our terms and conditions you are required to provide evidence of adequate insurance cover or pay the Insurance Participation Fee **before** the commencement of the aforementioned event.

We, as organisers of the event, are not involved with the provision of insurance as we are not regulated to give advice or to arrange and undertake any regulated activity involved with insurance mediation.

As having insurance is incidental to exhibiting at our event, and to ensure this requirement is met, we have asked InEvexco Limited (InEvexco) to provide a standard insurance policy on a non-advised basis to us and to ensure that all of our participating Exhibitors are included on that policy's schedule for public liability cover and the additional standard cover for cancellation expenses and property damage suffered by the Exhibitor in respect of or at the event. We believe that having a uniform policy on a standard non-advised basis will benefit Exhibitors, without the need for Exhibitors to find adequate alternative public liability and additional cover elsewhere.

The cover is solely for the benefit of the entity named on the stand booking contract. Associations, and the like, who make "block" bookings on behalf of a number of other parties, must ensure that each individual party makes arrangements for insurance protection, as an Exhibitor, in their own right.

Within 30 days of our invoice being issued you will receive an email from InEvexco giving more details of the type of insurance cover and indemnity limits available when you are added to our policy schedule.

Please note your obligation as an Exhibitor is to have adequate public liability insurance for the event. You are free to purchase that insurance separately. Your Exhibitor Protection Scheme fee will be credited/refunded if we receive confirmation from InEvexco prior to the event start date that you have an adequate alternative insurance policy in place to cover public liability for the event of at least the minimum levels outlined in our agreement with you. You will need to provide InEvexco with your alternative insurance policy at least 30 days before the event start date so that they have time to undertake a review of your alternative insurance policy. If for any reason your alternative insurance policy is deemed inadequate by InEvexco then InEvexco will inform you why this is the case and what you need to do to satisfy our terms and conditions regarding adequate public liability insurance. If you disagree with InEvexco's decision you will be allowed to make use of InEvexco's complaints procedure.

You will automatically be included on our limited public liability insurance policy as a scheduled Exhibitor if you fail to provide an alternative insurance policy that meets the requirements set out in our contract with you or fail to make payment of our invoices in full in line with our payment terms. In circumstances where payment of our invoices in full has not been made, we reserve the right to undertake all avenues to recover any amounts due under the invoice, including the fee to participate in the Exhibitor Protection Scheme, as a debt.

Should you have any queries regarding the content of this letter or the standard non advised insurance policy please do not hesitate to contact us at CloserStill@inevexco.co.uk.

Thanks again and we look forward to seeing you at the show.

Yours sincerely

CloserStill Media