

Dear Exhibitor,

It is a requirement of your contract to exhibit that you have adequate insurance protection in place.

As a benefit to you we have included a standard insurance package service on a non-advised basis, which enables you to comply with your contract condition in this regard. The cover commences as soon as your participation fee is paid and provides protection in respect of your expenses, property and legal liabilities to third parties.

The cover is solely for the benefit of the entity named on the attached "Evidence of Insurance as an Exhibitor" document. 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.

Once your payment has been received the "Evidence of Insurance as an Exhibitor" document comes into effect. All you need do is write your name and address on the document, along with the details of the Exhibition, and ensure that it is stored in a safe place, as it will be needed in the event of a claim.

If you have made, or intend to make, arrangements for alternative Public Liability insurance cover you may provide satisfactory evidence of alternative cover direct to our administrators, InEvexco Ltd. You will receive an email from them giving you instructions how to upload your proof of alternative insurance shortly. If your insurance cover meets the requirements set out in our Terms and Conditions InEvexco will confirm this to you, on our behalf, and the Insurance Participation Fee will be refunded to you.

We strongly recommend that you ensure that, in addition to complying with contract conditions, the sums insured, limits of indemnity and general scope of the standard Exhibitor insurance package adequately meet your specific needs. If you are not satisfied that this is the case, you are free to contact InEvexco Ltd for help and advice, or to complete the Additional Premium Calculation part of the "Evidence of Insurance as an Exhibitor" and send it to them with payment for your additional cover requirements. If you have any doubts about what your insurance needs are you should speak to either InEvexco Ltd or an independent insurance advisor.

If you require additional cover and are based outside the United Kingdom, please contact Inevexco by email exhibitor@inevexco.co.uk and they will be pleased to provide assistance.

This insurance is underwritten by Underwriters at Lloyd's and Chubb European Group Limited (as per Evidence of Insurance document). InEvexco Ltd is available to provide assistance and advice about any related matter.

Please note that your insurance cover should be in place as soon as possible.

If you would like to make a claim on this policy please contact your usual ITE contact in the first instance.

Yours sincerely,

ITE Group PLC