

Exhibitor Indemnity

WHAT IS AN EXHIBITOR INDEMNITY

It is a condition of participation in a Reed Exhibitions Ltd (The Organiser) event that you can meet your obligations in the event that you cause damage to third party property or if you injure someone other than your own employees at an event, or the event is cancelled, abandoned, postponed or curtailed due to reasons beyond the Organisers control, as the organiser is not responsible. To cover certain claims or losses arising from these scenarios, The Organiser has purchased a policy. The Organiser will provide exhibitors with the benefit of this policy via an indemnity and automatically add a charge for this to your contract unless you provide confirmation that you can meet these liabilities by other means.

DOES THIS MEET ALL OF MY REQUIREMENTS?

The cover purchased by The Organiser meets our minimum requirement and provides some other basic indemnity in areas which we consider relevant for exhibiting. You need to review your individual requirements and, if you do not feel this indemnity is sufficient for your needs, you should consider alternative ways of covering your obligations such as insurance.

WHO IS COVERED BY THE INDEMNITY?

The indemnity only covers main stand holders; therefore it is the contracted standholder's responsibility to ensure that any other companies exhibiting on the stand also have the ability to adequately meet their potential obligations in the event of an incident.

CAN I STILL BUY INSURANCE?

The Organiser no longer offers Exhibitor cancellation, property or liability insurance. However, you can still buy your own insurance policy from Hiscox at www.hiscox.co.uk/events (if you are based in the UK) or, if you are based in the USA you can buy a Hiscox policy through www.buainsurance.com. You also have the option to use an insurance broker of your own choice.

WHAT IS INCLUDED IN THE COVER?

We recommend you read our policy which is available in your exhibitor portal and this document for confirmation as to the extent of cover provided.

In summary The Organisers policy can indemnify you for up to

- £2,000,000 for irrecoverable legal costs and other associated costs in respect of third party bodily injury or damage to property where you are liable (£5,000,000 for events at Olympia).
- £10,000 for loss or damage to exhibits owned by you or in your care, custody or control whilst at the event.
- £10,000 If the event is necessarily and unavoidably postponed, abandoned, cancelled, curtailed due to a reason beyond the control of the Organiser.

WHAT ISN'T INCLUDED IN THE INDEMNITY?

The indemnity only covers cancellation expenses that were unforeseeable and beyond your control.

The indemnity excludes **all incidents** resulting from:

- War, terrorism, radioactive contamination, pollution, malicious use of poisonous biological or chemical materials
- Aircraft, drones, watercraft or mechanically propelled vehicles except watercraft or vehicles for stationary display
- The construction or dismantling of any stand, equipment or exhibits more than 3m high from floor level.
- Your products, except food and drink you provide as hospitality
- Professional advice by you

Listed below are certain scenarios not included within the indemnity. For full cover please refer to the organisers policy

Our indemnity excludes loss or damage for the following:

- Personal property.
- Theft where the property is left unattended except overnight when the venue is closed.
- Vehicles exhibited when left unattended unless the vehicle is locked and alarmed and if left overnight, kept in a secure compound.
- Weather damage to property left in the open or any structure not capable of secure storage.
- Property leased, hired or rented by you to others after it passes out of your possession.
- Electrical or mechanical fault or breakdown.
- Watercraft, aircraft or vehicles licensed for road use unless for static display at the insured event.
- Jewellery, watches, precious metals or stones at jewellery exhibitions; and money.
- Mysterious disappearance or unexplained loss.

Our indemnity excludes cancellation or abandonment due to:

- Strikes, industrial action, riots or civil commotion if your event is in France, Spain or outside of the UK or European Union except USA, Singapore, Dubai.
- Lack of support for the event.
- Insufficient finance for the event.
- War, invasion, act of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power.
- National mourning for events outside the European Union
- All communicable diseases
- Volcanic activity
- Adverse weather if your stand is outdoors or in temporary structures
- Your inability to attend the event due to any reason including but not limited to your death, accident or illness, or unavoidable travel delay.
- Terrorism
- Malicious Cyber attack, Hacker, Social Engineering

WHAT IF I DON'T WANT THE INDEMNITY?

If you do not wish to take advantage of the Exhibitor Indemnity then you must provide confirmation that you can meet your obligations through other means e.g. an insurance policy or self-insurance in the case of government bodies by completing and signing our Confirmation form.

WHAT IF I HAVE ANY QUERIES?

Please contact your account manager.

WHAT IF I NEED TO MAKE A CLAIM?

Please refer to the **claims contact sheet**.

CONFIRMATION OF ABILITY TO MEET LIABILITIES

Events at Olympia, London Only

It is a condition of participation at one of our events that you must be able to meet any potential liabilities arising from any incidents caused by you, your staff or your contractors. You have the option of paying for an Exhibitor Indemnity to enhance the terms and conditions to include an indemnity for your liability and loss of property at the event. We recommend you read our terms and conditions for confirmation as to the extent of this indemnity.

If, after reading the terms and conditions, you would prefer to make your own arrangements to cover these liabilities then please complete and sign the sections below and return to your account manager. Government bodies only may complete the section on self insurance.

If you do not possess appropriate insurance for this event you will not be allowed to exhibit.

Event & Year	
Contract No.	
Name <small>Of Contracted Standholder</small>	
Address <small>(Or Customer Account No.)</small>	

<p>We confirm that we have arranged insurance cover which meets the following requirements:</p> <ul style="list-style-type: none"> We have a current Public Liability policy that covers our activities and those of any standsharers whilst at this event. Our Public Liability policy cover provides at least £5,000,000 (GBP) cover or local currency equivalent. Our policy is valid in the country in which the event is held. <p>We further confirm that we will maintain such insurance in full force and effect until after the event has closed and we have vacated the event.</p>			
Signed		Print Name	
	<small>For and on behalf of the Contracted Standholder</small>		
Position in Company:			

Government Bodies Only			
<p>We confirm that we will self-insure for any Public Liability claims up to a minimum of £5,000,000 (GBP), or local currency equivalent, at the event named above.</p>			
Signed		Print Name	
	<small>For and on behalf of the Contracted Standholder</small>		
Job Title:			

CONFIRMATION OF ABILITY TO MEET LIABILITIES

TABLE TOP, POD, IRC Events at Olympia, London Only

It is a condition of participation at one of our events that you must be able to meet any potential liabilities arising from any incidents caused by you, your staff or your contractors. You have the option of paying for an Exhibitor Indemnity to enhance the terms and conditions to include an indemnity for your liability and loss of property at the event. We recommend you read our terms and conditions for confirmation as to the extent of this indemnity.

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If you do not possess appropriate insurance for this event you will not be allowed to exhibit.

Event & Year	
Contract No.	
Name Of Contracted Standholder	
Address (Or Customer Account No.)	

We confirm that we have arranged insurance cover which meets the following requirements:

- We have a current Public Liability policy that covers our activities and those of any standsharers whilst at this event.
- Our Public Liability policy cover provides at least £2,000,000 (GBP) cover or local currency equivalent.
- Our policy is valid in the country in which the event is held.

We further confirm that we will maintain such insurance in full force and effect until after the event has closed and we have vacated the event.

Signed		Print Name	
	For and on behalf of the Contracted Standholder		
Position in Company:			

Government Bodies Only

We confirm that we will self-insure for any Public Liability claims up to a minimum of £2,000,000 (GBP), or local currency equivalent, at the event named above.

Signed		Print Name	
	For and on behalf of the Contracted Standholder		
Job Title:			

REED EXHIBITIONS EXHIBITOR INDEMNITY

What to do and who to contact if there is an incident at the event.

EXHIBITOR PROPERTY THEFT OR DAMAGE

Please tell us as soon as you can if your property has been either damaged or stolen. If you need to make a claim, you should notify **Reed Exhibitions** and the loss adjusters, **Hyperion Adjusters** with the following information within 7 days of the incident:

- ✓ Your full name;
- ✓ Postal address;
- ✓ Email address and contact number(s);
- ✓ Copy of your contract to exhibit;
- ✓ Detailed description of the claim;
- ✓ Any supporting documentation including photos;
- ✓ The policy number which is HU EVT 7436170.

Reed Exhibitions: Email: RXUKLegalQueries@reedexpo.co.uk

Hyperion Adjusters:

Mr Robert Campbell
Hyperion Adjusters Ltd
Direct Tel: +44 (0) 20 7236 8927
E-mail: rcampbell@hyperionadjusters.com
Mobile: +44 (0) 7976 942912

Alex Whitaker
Hyperion Adjusters Ltd
Direct Tel: +44 (0) 20 7236 1099
Email: awhitaker@hyperionadjusters.com
Mobile: +44 (0) 7741 248196

THIRD PARTY PROPERTY DAMAGE, PERSONAL INJURY CLAIMS, OR NOTIFICATIONS

Please tell us as soon as you can if an attendee alleges they have either hurt themselves, or suffered damage to their property whilst on your stand. Do not wait for a formal letter from a solicitor or court proceedings to be issued.

Do not admit liability. Do not enter negotiations or make settlement offers before speaking to Hiscox.

To notify an incident or claim please email **Reed Exhibitions** and the insurance company, **Hiscox** as soon as reasonably possible and include as much of the following information as possible:

- ✓ Your full name;
- ✓ Name of your business;
- ✓ Email address and phone number for us to contact you;
- ✓ The policy number which is HU EVT 7436170;
- ✓ Name of the person making a claim against you and their contact details if you have them;
- ✓ Description of the incident;
- ✓ Whether the person making a claim against you has appointed a solicitor;
- ✓ Supporting Documentation (photos, correspondence, contracts etc);
- ✓ Details of your solicitor if you have appointed one.

Hiscox: liability.claims@hiscox.com +44 (0) 1206 773 899

Reed Exhibitions: RXUKLegalQueries@reedexpo.co.uk