



# Event, Party & Wedding Planners General Liability - Supplemental Application (Complete in addition to ACORD)

1. Name of Applicant: \_\_\_\_\_
2. Annual Gross Sales: \$ \_\_\_\_\_ Annual Payroll: \$ \_\_\_\_\_
3. Number of owners: \_\_\_\_\_ Number of employees (other than owners): \_\_\_\_\_
4. Describe your event planning business, types of events organized, and describe venues : \_\_\_\_\_

5. Do you work more as a coordinator who is responsible for the entire event, or rather as a consultant who provides advice and contacts?  Coordinator  Consultant  Other \_\_\_\_\_

6. What is your website address? \_\_\_\_\_

7. How many events per year do you plan/produce? \_\_\_\_\_

8. What is the average attendance per event? \_\_\_\_\_

9. Do you carry Errors & Omissions Liability coverage?  Yes  No  
If yes, Carrier Name: \_\_\_\_\_ Limits carried: \_\_\_\_\_

**If no, please complete E&O application EOAPP1.**

10. Do you operate out of your home office?  Yes  No or from a commercial office space?  Yes  No

11. Please list professional credentials: \_\_\_\_\_

12. Have you participated in any seminars or workshops sponsored by the Association of Bridal Consultants or the Association of Certified Professional Wedding Consultants?  Yes  No

13. Do you use subcontractors?  Yes  No  
If yes, do you require them to provide Certificates of General Liability Insurance?  Yes  No  
Do you require subcontractors to list you as an additional insured?  Yes  No

14. Vendors:  
What criteria do you use to determine vendor suitability? \_\_\_\_\_

Who pays vendors? (Client directly or do sales flow through you?) \_\_\_\_\_

If client pays vendors directly, are separate commission agreements made between you and the vendor?  Yes  No

Does applicant have any ownership interest in any of the vendor companies?  Yes  No  
If yes, describe: \_\_\_\_\_

15. Please check all exposures that apply to your business:
- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Amusement devices          | <input type="checkbox"/> Amusement rides       | <input type="checkbox"/> Animal rides       | <input type="checkbox"/> Athletic events            |
| <input type="checkbox"/> Celebrity events           | <input type="checkbox"/> Concert promotion     | <input type="checkbox"/> Extreme activities | <input type="checkbox"/> Fireworks                  |
| <input type="checkbox"/> High Profile events        | <input type="checkbox"/> Inflatable amusements | <input type="checkbox"/> Nightclubs         | <input type="checkbox"/> Product advertising events |
| <input type="checkbox"/> Product marketing launches | <input type="checkbox"/> Talent agency         | <input type="checkbox"/> Televised events   |   |

16. If alcohol is provided at events, who carries the Liquor Liability Insurance Coverage? \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Producing Agent