

**Art Exhibition Insurance Application**

For Exhibitions

**GENERAL INFORMATION**

Name of Exhibition: \_\_\_\_\_  
 Coverage Dates Required: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Name of Organizing Group: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name(s): \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Location of Exhibition: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Will the Exhibition Travel?  Yes  No  
(If yes, please attach the proposed itinerary and a facility report for each site.)  
 Name of Packer: \_\_\_\_\_ Name of Shipper: \_\_\_\_\_  
 Shipments via:  Air  Surface  
(Please note: All works must be professionally packed and shipped.)

**FACILITIES INFORMATION**

Identify the location within the building where the exhibition will be housed:(e.g. gallery space, lobby, rented room, etc.)  
 \_\_\_\_\_  
 Will food or drink be served in the immediate area?  Yes  No  
 Type of Building Construction:  Brick  Frame  Fire Resistant  Other: \_\_\_\_\_  
 Date Built: \_\_\_\_\_ Date Remodeled: \_\_\_\_\_  
 Was the building designed for a museum:  Yes  No  
 If not, please indicate original purpose: \_\_\_\_\_  
(Please note: A safety and security inspection may be required by the Insurance Company)

**FACILITIES INFORMATION**

Is the building:  Fire Proof (non-combustible construction materials)  
 Fire Resistive  Treated with Fire Retardants  
 Is the building protected by a central station fire/smoke alarm system?  Yes  No  
 If yes, please describe: \_\_\_\_\_  
 How far is the building from the local fire department? \_\_\_\_\_  
 Does the building have an approved sprinkler system?  Yes  No  
 Are there any other approved fire suppression systems in place?  Yes  No  
 If yes, please describe: \_\_\_\_\_

**SECURITY INFORMATION**

Is the building equipped with a central station alarm system?  Yes  No  
 Please describe the system(s) in place: \_\_\_\_\_  
 \_\_\_\_\_  
 How many guards are assigned to the exhibition area? \_\_\_\_\_  
(Please note: Underwriters require at least one (1) guard in attendance at all times when open to the public)

**EXHIBITION INFORMATION**

Exhibition consists of:  
 Oil on canvas: \_\_\_\_\_ Sculpture  
 Watercolors: \_\_\_\_\_ Indoor Outdoor  
 Photographs: \_\_\_\_\_ Ceramics/Pottery: \_\_\_\_\_ Fragile: \_\_\_\_\_  
 Drawings and works on paper: \_\_\_\_\_ Prints: \_\_\_\_\_ NonFragile: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Are works of art for sale?  Yes  No  
(If yes, please note: Insurance value will be selling price less commission.)  
 What is the exhibition's total value? \_\_\_\_\_  
 What is the exhibition's highest valued item? \_\_\_\_\_



(Please note: Loan agreements should be obtained for each individual item. A typed list should be forwarded as soon as it is available with Title, Artist, Medium, and Value of each piece to be insured.)

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_