



## Short-term Event Insurance

**Step-by-step Instructions to purchase** Go to <https://www.phly.com/products/SpecialEventsIns.aspx>

- Click on Blue Circle: **Start Here**
- Event Type: Drop down box to **"Exhibitor / Vendor Booths"**
- Coverage length: **"more than 10 days"** (same premium for less days)
- State: **"FL"**
- Consecutive dates?: **"YES"**
- # of Attendees (depends on vendor): ***enter the number of employees working your display***
- **"\$1M/\$3M coverage limit should suffice"**
- Premium Estimation of \$175 will pop up, advising them "Subject to taxes/surcharges" etc....
- **"NEXT STEP"**
- Complete Individual or Company info
- **"NEXT STEP"**
- Is Alcohol present at the event: **"YES"**
- Who is serving alcoholic beverages? **"Venue or Caterer"**
- Security: **"VENUE"**
- How many security personnel are present for the activity? **"10"**
- Has the applicant had any claims filed against it regarding this event or related Special Events in the last four (4) years?: **"NO"**
- Are you aware of any circumstances surrounding this event which could reasonably lead to a claim or lawsuit?: **"NO"**
- **"NEXT STEP"**
- Venue Name: **South Florida Fairgrounds / Florida Outdoor Expo**
- Address: **9067 Southern Blvd., West Palm Beach, FL 33411**
- Enter start-finish dates Start: **"April 18, 2023"** End: **"April 24, 2023"**
- Do all of the activities for this event take place at the same location and on the same date? **"YES"**
- Terrorism coverage (\$1): **"YES" or "NO"**
- Do you need to list any entities as Additional Insured? **"YES"**
  - (You will need to list all of the following as additional insured, do not use #, & or any symbols)
- 1. Producer                      AllSports Productions, LLC 1591 E Atlantic Blvd., 2nd Floor, Pompano Beach, FL 33060
- 2. Venue/Property              South Florida Fairgrounds 9067 Southern Blvd., West Palm Beach, FL 33411
- **"NEXT STEP"**
- Brings up premium summary: *Click small box at bottom of page* **"Click here to Acknowledge"**
- Then it takes you to payment page where you will need to fill in your CC information and accept their terms & **SUBMIT**
- Then it will take you to a confirmation page for your "Certificate issuance"