

DEADLINE 16 September 2011

VERY IMPORTANT

## PUBLIC LIABILITY INSURANCE

In order to exhibit at Leisurefest, all exhibitors must have Public Liability Insurance. A CERTIFICATE OF CURRENCY must be submitted to the Organiser's office by 1 September 2010, with **Melbourne Racing Club and Melbourne Leisurefest endorsed as interested parties.**

- A Certificate of Currency is NOT A CERTIFICATE OF INSURANCE.
- A Certificate of Currency is NOT a copy of your Public Liability Policy.
- A Certificate of Currency is ONLY issued by an insurance company or a broker for a specific event.

### CHECKLIST – The Certificate of Currency must indicate (see sample overleaf):

1. The Cover is for a minimum of \$10,000,000 for any one claim.	YES <input type="checkbox"/> tick
2. The Policy is in the name of the Exhibitor.	YES <input type="checkbox"/> tick
3. The Policy has been endorsed to note the interest of <b>Melbourne Leisurefest and the Melbourne Racing Club</b> as principal organisers.	YES <input type="checkbox"/> tick
4. The Policy includes move-in and move-out dates i.e. 27/09/10 to 05/10/10.	YES <input type="checkbox"/> tick

When you have obtained a Certificate of Currency from your insurer/broker, post, fax or email a copy to:

**POST:** CIA (Victorian Trades Division)  
64 Harcourt Street  
NORTH MELBOURNE VIC 3051

**FAX:** 03 9329 6339  
**EMAIL:** [info@ciavic.com.au](mailto:info@ciavic.com.au)

BIA  
Marine House  
24 York St  
SOUTH MELBOURNE VIC 3205

**FAX:** 03 9686 5334  
**EMAIL:** [ashley@biavic.com.au](mailto:ashley@biavic.com.au)

VACC  
VACC House  
464 St Kilda Rd  
MELBOURNE VIC 3004

**FAX:** 03 9867 2339  
**EMAIL:** [rtyrie@vacc.com.au](mailto:rtyrie@vacc.com.au)

### PLEASE NOTE

**In the interests of both organiser and exhibitor, set up will not be permitted until Melbourne Leisurefest has received a copy of your Certificate of Currency with interested parties noted as specified in point 3 above.**

# SAMPLE CERTIFICATE OF CURRENCY

Your Certificate of Currency should be along the following lines.  
It can be obtained through your underwriter or broker:-

XYZ Insurance  
(Address etc)

## Certificate of Currency

We confirm evidence of the following, subject always to the Policy's terms, conditions and exclusions:-

THE INSURED: (EXHIBITOR/COMPANY NAME)

CLASS OF INSURANCE: Commercial

POLICY NO: xxxxxxxx

EFFECTIVE DATE: (MUST BE CURRENT AT LEAST UP TO & INCLUDING MOVE OUT DATE)

COVER EXPIRES:

DETAILS OF RISK:

INTERESTED PARTIES:

**THIS INTEREST  
MUST BE NOTED**

PUBLIC LIABILITY – INTEREST NOTED  
FOR MELBOURNE LEISUREFEST &  
MELBOURNE RACING CLUB AS  
PRINCIPAL ORGANISERS

SITUATION: Anywhere in Australia

SUM INSURED: \$10,000,000.00 (Minimum acceptable amount is \$10 million)

DEDUCTIBLE: Applicable excess to apply to any one claim.

INSURER: (XYZ INSURANCE UNDERWRITING)