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**SUPPLEMENTAL APPLICATION – GRAPHIC DESIGNER**

- 1. Name of applicant or insured: \_\_\_\_\_
- 2. Please describe the type of events/meetings the applicant plans: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. What percentage of the applicant’s revenue is derived from meetings that take place internationally? \_\_\_\_\_%
- 4. Does the applicant provide any of the following services?
  - a. Design services (i.e., exhibits, stages, lighting, etc.?)  Yes  No  
If “Yes,” please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. Fabrication, installation, maintenance or repair services?  Yes  No  
If “Yes,” please provide details: \_\_\_\_\_  
\_\_\_\_\_
  - c. If “Yes” to either service above, does the applicant carry general liability coverage?  Yes  No
  - d. Is the applicant responsible for hiring and/or managing any construction contractors or licensed architects/engineers?  Yes  No  
If “Yes,” please provide details: \_\_\_\_\_  
\_\_\_\_\_
- 5. Does the applicant have signed contracts with all the venues for the events they manage?  Yes  No
- 6. Does the applicant have authority to enter into contract on behalf of their clients?  Yes  No
- 7. Is the client responsible for signing off on all plans prior to the event?  Yes  No

SIGNATURE IN FULL: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**ALL QUESTIONS MUST BE ANSWERED AND THE APPLICATION MUST BE SIGNED AND DATED**

Agency Name and Address: \_\_\_\_\_

Person Submitting Application: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_