

## 356 Registry Event Insurance Form B Instructions

Instructions are provided below for filling out the 356 Registry “Independent Club Event Liability (ICEL), Event Insurance Form B”. If you have any questions, please contact Debbie Cooper at [debbiecooper@porsche356registry.org](mailto:debbiecooper@porsche356registry.org).

**Note: All event organizers must be current 356 Registry members. Non-members will not have liability coverage under this policy** (The event will be covered for incidental damage caused by non-members to the extent that the policy allows.)

**NOTE: BEGINNING January 01, 2019, all events that include tour(s) will need to include map(s), incorporated into the PDF of Form B. See Instruction 12 below.**

**K & K Form B Autofill** (Hot link to Form B, writable PDF)

Complete the following sections of the **K&K Event Insurance Form B** as follows:

1. Name of insured club:

**Enter: 356 Registry, Inc.**

Contact Debbie Cooper and she will instruct you on the PA or FL address to be filled out

2.Event Date: Enter date or range of dates for event

3.Event location (nameof site): Enter venue, street address, city & state **for each location.**

4.Type of Event: **(tick all boxes  that apply in this section)**

Class I - Bike Show/Bike Wash/Car Show, Caravan (No Rides), Guided Tours, Poker Run/Toy Run/Rally

Class II – Trade Show

Class III - All Field Events **NOTE: Flea Markets/Swap Meets are subject to Underwriting Approval a minimum of 2 weeks in advance of event**

Attendance: Indicate the number of anticipated participants

Miles: Indicate the total number of miles that all caravans or tours will cover

Autocross

Gymkhana

Other \_\_\_\_\_

**(For all events - tick “Other” box  Add brief description of event & attach schedule & other important event details)**

5.Coverage Requested: **Leave section blank**

6. Premium Remitted: \_\_\_\_\_ Check Number: \_\_\_\_\_  
(Enter amount confirmed on “Request for Insurance” form & your check number)

7. Additional Insureds and relationship (landowner/sponsor):

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

This may include hotels, venue land owners, etc. If you are an event organizer, you do not need to include yourself, as you will be automatically covered for event liability as a 356 Registry member/organizer (with the submittal and approval of this form).

8. Certificate of Insurance required: (**tick box** )  Yes  No  
(Note: Hotel and other venues may require this.)

**9. Waiver and Release Requirement:**

You MUST request the release/waiver forms from the Registry insurance liaison, Debbie Cooper. Each participant or parent on behalf of minor, must print and sign the form. The forms must be originals and not copied in any way. After the event is complete, contact Debbie Cooper and she will instruct you how and where to send the forms. The 356 Registry will keep them on file. Upon receipt of the original waivers, Debbie will authorize re-imbusement of the insurance premium check as requested by the event organizer.

Please send \_\_\_\_\_ Waiver & Release Forms  
(Indicate the number of forms needed for event)

10. Name of person completing this order: (etc)

Provide all information requested and in **“Fax:” section, include your email address.**  
Complete information is required for K&K to generate the necessary coverage documents.

**11. EVENT LOCATION DIAGRAM WORKSHEET (Page 2)**

Event venue photos/diagrams are only needed for competitive events such as autocross/hill climbs, etc.

12. Complete in the section at the bottom of this page

Sign, print and date K&K Event Form B. Make a PDF of Form B, **including map(s) for tours if applicable.**

13. Email the completed K&K Event Form B PDF to Debbie Cooper for final approval.

14. The approved Form B will be emailed to you. Print out a copy of the approved Form B and mail the form and the check a minimum of 10 business days before the event to:

**Josh Sellers – Underwriting Specialist II**  
**K&K Insurance Group, Inc.**  
**1712 Magnavox Way**  
**Fort Wayne, IN 46804-2338**

15. If all is in order, the Certificate of Insurance will be issued by K&K and emailed to you by Debbie Cooper