

National Association of Watch and Clock Collectors, Inc.

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October 8, 2004

**Subject: NAWCC Insurance Program for the 2005 Regional Conventions,
the National Convention, the Time Symposium and Special Events**

To: Regional and National Convention Chairmen and Time Symposium Chairman

Each year the NAWCC Convention Committee sets up a group Liability and Exhibit Insurance policy for NAWCC Conventions, Time Symposium and special events. The cost to you in part depends on the size of the group. The more Regionals participating in the NAWCC insurance program, the lower will be the cost to each Regional.

All Regional Conventions are required to have a minimum of one million dollars of Liability Insurance and to insure their Exhibit items.

Liability Insurance is offered to you at the limit of \$1 million. Exhibit Insurance is offered at three levels depending on the value of your Exhibit. These levels are \$50K, \$100K, or \$200K.

Please *sign and return* the attached 2005 NAWCC Insurance Acceptance Form. Indicate YES or NO if you want the Liability Insurance and YES or NO if you want the Exhibit Insurance. Specify the level of Exhibit insurance if YES. Once the number of Regionals wishing to use the insurance program is determined and the levels of Exhibit insurance is established, then a cost will be figured and NAWCC headquarters will send you an invoice requesting payment.

To help you in establishing your 2005 budget, following are the costs for 2004:
\$250 for liability and 50K exhibit insurance; \$360 for liability and 100K exhibit insurance;
\$580 for liability and 200K exhibit insurance. For budgeting purposes, you might want to consider the possibility of a 10% increase from 2004 cost to 2005 cost.

Please be advised that some Regionals begin in January 2005. In order to have the insurance policies in place on time, it is urgent that you complete and return the attached form to the Convention Committee Chairman (address below) no later than November 8, 2004.

Important: All exhibit items should be listed, given a value and the condition of the item noted. This inventory list should be given to the Regional Chairman prior to the start of the Regional. All small items must be in locked cases and accessed only by the Exhibit Chairman. A receipt should be issued to the member loaning the exhibit item and noted on the exhibit inventory list. At the time the loaned item is returned to the owner, the signed receipt must be presented to the Exhibit chairman and the condition of the return item noted.

Reminder: The Convention Committee is scheduling Regionals through the year 2010. If you haven't started to look out that far, you might consider it so you can lock in dates with the hotel, the convention facility and the NAWCC.

Thank you for cooperation.

Nick Bonura, Chairman
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