
Instructions for Exhibitors to Apply Online

John Buttine Inc. has just launched a new website that allows you to apply online, make payment and print your application - all within minutes!

To get started, please go to <http://www.buttine.com/eventExhibitor.html> and choose the Insurance you would like to purchase. If you choose the Exhibitor General Liability Insurance Application you will be taken to our new rater page. A few helpful hints for completing this page:

1. Under Company Information, please list your Company Name and Address (or the Exhibiting Company Name). If you are located outside of the United States, please choose Outside of the US as your State and then choose Other as your Country which will open a new box that allows you to choose your country.

2. Under Rating Information

- a. Name of Event should be listed as **Greater New York Dental Meeting**
- b. Full Venue Name should be listed as **Jacob K. Javits Convention Center**
- c. Move In Date should be **11/24/09**
- d. Move Out Date should be **12/4/09**
- e. Show Start Date should be **11/27/09**
- f. Show End Date should be **12/2/09**

Total # of Show Days will automatically be filled in

- g. Venue City should be **New York**
- h. Venue State should be **New York**

After Completing all the information on this page, select Rate It. If everything looks correct, select Fill out Application.

A few helpful hints for completing the application:

- a. Show Management Company should be listed as **Greater New York Dental Meeting**
- b. Show Management Address should be listed as **570 Seventh Avenue, Suite 800, New York, NY 10018**
- c. Contact at Show Management should be **Carla Borg**

Phone: **212-398-6922**

Email Address: **exhibits@gnydm.com**

- d. Who needs to be listed as Additional Insured should be **The Greater NY Dental Meeting Organization Committee, the NY Convention Center Development Corp., the Empire State Development Corp., the Tri-Borough & Tunnel Authority, the Security Contractor; McRoberts Investigative & Securities Services, the Official Full Service Contractor, Freeman Decorating & their respective boards of directors, officers, agents and employees**

After completing the application select Finished. This will then bring you to a page to Request to Bind Coverage. After selecting Request to Bind, you will be given the opportunity to pay by Credit Card (Visa or MasterCard). Once payment is made Coverage has been bound and you will be able to print your Certificate of Insurance and send it to show management.

Please contact Kendra Reilly at 212-697-1010 ext. 49 or kar@buttine.com with any questions.