

ENTERTAINMENT  
& SPORTS  
INSURANCE  
EXPERTS, INC. **ESIX**

**CLAIMS HANDLING PROCEDURES**

The attached information is designed to assist in the reporting and handling of claims under coverages placed with ESIX/Brown & Brown Insurance of Georgia, Inc. Insurance Brokers. If questions arise at any time regarding claims or these procedures, please contact Jennifer Waller at (770) 512-5067 at Brown & Brown Insurance of Georgia, Inc. for assistance:

***ESIX/Brown & Brown Insurance of Georgia, Inc.  
3483 Satellite Blvd, Suite 100  
Duluth, GA 30096***

***1-800-342-4371 Toll Free  
(770) 512-5000 Phone  
(770) 512-5050 Fax***

It is a known fact that insurance claims are going to occur from time to time. Insurance coverage is provided to protect your company from various monetary losses when a claim does occur.

***Immediate reporting of claims to your insurance broker or carrier is essential.*** Your total claim costs will ultimately decrease if immediate reporting is practiced, as the insurance carrier can respond in a timely manner once they are aware the claim occurred.

If a lawsuit is served on a representative of American Sailing Association, please contact our office for instructions on where to forward the suit papers. Immediate action must be taken on suits to avoid default judgments.

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**GENERAL LIABILITY CLAIMS**

If a General Liability claim occurs involving bodily injury, the injured party should receive medical attention promptly. Obtain as much information as possible regarding the accident. Secure names, addresses and phone numbers of witnesses. If the accident involves property damage, every effort should be made to minimize the claim until an adjuster gets control of the situation.

All General Liability Claims Reports should be reported to:

***ESIX/Brown & Brown Insurance of Georgia, Inc.  
3483 Satellite Blvd, Suite 100  
Duluth***

***1-800-342-4371 Toll Free  
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The claim will then be forwarded to the insurance carrier for an adjuster to respond. It is very important that these claims be reported immediately in order for the adjuster to make an investigation while the evidence is available.

If you have a problem at any time, please contact us for assistance.