

CERTIFICATE OF INSURANCE & EAC POLICY

Certificate of Insurance:

A **requirement** of exhibiting at Deepwater Operations/Topsides, Platforms, and Hulls 2019 is for ALL exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is **January 4, 2019**. Even if Exhibitor hires an EAC, Exhibitor still must supply its own Certificate of Liability Insurance. ALL EAC must submit application form with a certificate of insurance prior to deadline in order to be approved by show management. Exhibitor's insurance carrier must issue such Certificate of Liability Insurance. A sample insurance form can be found in the exhibitor manual.

To ensure that the Certificate of Liability Insurance has the correct information required, please make sure your certificate includes the following information.

AMOUNT SUGGESTED: One (1) Million Dollars

Under the ***Certificate Holder***, it needs to include:

**PennWell Corporation
1421 South Sheridan Road
Tulsa, OK 74112**

To ensure that the Certificate of Liability Insurance is correct, please make sure that it includes the follows:

Under ***Description of Operations***, it needs to include:

All activities related to Deepwater Operations/Topsides, Platforms – Hulls, February 5-7 (including move-in/out dates) at the Moody Gardens Hotel & Convention Center, Galveston, TX.

Please send your insurance forms to Michael Donnell at E: michaeld@pennwell.com

Exhibitor Appointed Contractors (EAC)

An Exhibitor Appointed Contractor (EAC) is a company (other than the official service contractor listed in the Exhibitor Manual) that provides a service (for example, display and installation/dismantling of a booth) at Exhibitor's request and needs access to Exhibitor's booth during the installation and/or dismantling period. If you hire an EAC, you must complete and return the Request for Set Up by Non-Official Contractor Form (EAC) in Freeman's portion of the manual. The EAC will also have to provide a Certificate of Liability Insurance as described above.

Any questions related to the Certificates of Liability Insurance or an EAC should be directed to Michael Donnell at michaeld@pennwell.com