



### CERTIFICATE OF INSURANCE & EAC POLICY

#### **Certificate of Insurance:**

A **requirement** of exhibiting at POWER-GEN International is for **ALL** exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is **November 3, 2017**. 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 POWER-GEN International 2017, December 5-7, 2017, Las Vegas Convention Center, Las Vegas, NV, USA**

Complete Certificates of Liability Insurance must be uploaded to your company listing within your company listing. Please follow the instructions sent to you in the Confirmation Letter and subsequent correspondence for your login. North and South American exhibitors, please contact Michael Donnell at [michaeld@pennwell.com](mailto:michaeld@pennwell.com) with any questions. International exhibitors please contact Claudette Hultzer at [claudetteH@Pennwell.com](mailto:claudetteH@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](mailto:michaeld@pennwell.com), +1 (918) 831-9707. For international exhibitors, please contact Claudette Hultzer at [claudetteH@Pennwell.com](mailto:claudetteH@Pennwell.com), +44 1992 656 637.