

CERTIFICATE OF INSURANCE & EAC POLICY

Exhibitor Certificate of Liability Insurance (required for all exhibitors)

A requirement of exhibiting at Subsea Tieback Forum & Exhibition is for ALL exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is January 29, 2010. Exhibitor's insurance carrier must issue such Certificate of Liability Insurance. PennWell does not require a certain form. * Even if Exhibitor hires an Exhibitor Appointed Contractor (EAC), Exhibitor still must supply its own Certificate of Liability Insurance. *(See EAC Section below.)

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 Subsea Tieback Forum & Exhibition,
PennWell Corporation, Subsea Tieback Forum & Exhibition, Freeman Companies, Moody Gardens Hotel, Resort and Convention Center, Galveston, TX; March 2-4, 2010

Under the *Certificate Holder*, it must include:

PennWell Corporation
1421 South Sheridan Road
Tulsa, OK 74112

Complete Certificates of Liability Insurance must be faxed to Karissa Coltman at +1 918 831 9834 or mailed to Karissa Coltman, PennWell Corporation, 1421 S. Sheridan Road, Tulsa, OK 74112. Please call +1 918 831 9786 with any questions.

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 following EAC Form **and** the Third Party Authorization Form (EAC) in the General Contractor's (Freeman) 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 Karissa Coltman at +1 918 831 9786 or karissac@pennwell.com.

EXHIBITOR APPOINTED CONTRACTOR REQUEST FORM

Deadline for Submission: January 29, 2010

An Exhibitor Appointed Contractor (EAC) is a company (other than the official service contractor listed in the Exhibitor Service Kit) 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.

To be considered for approval, this request form and the EAC's Certificate of Liability Insurance must be received at the same time and prior to the deadline set forth above.

PERMISSION FOR AN EAC TO PERFORM ANY OF THE FOLLOWING EXCLUSIVE SERVICES WILL NOT BE GIVEN: booth cleaning, electrical, plumbing, telephone or network services, drayage, rigging, security, or catering.

Each EAC must abide by the Exhibition Rules, Regulations and Conditions as well as all regulations outlined in the Exhibitor Service Kit and any regulations of the Exhibition hall.

Exhibitor _____ Booth _____

Contact Name _____ Title _____

Address _____ City/State/Zip _____

Telephone _____ Fax _____

Exhibitor Appointed Contractor _____

Contact Name _____ Title _____

Address _____ City/State/Zip _____

Telephone _____ Fax _____

I certify on behalf of Exhibitor that I have authorized the EAC named above to service Exhibitor's exhibit at Subsea Tieback 2010. I further certify that Exhibitor has made the EAC aware of all rules and regulations applicable to Exhibitor for this Exhibition and Exhibitor assumes full responsibility for all acts or omissions of the EAC relating to the Exhibition or Exhibitor's participation in such Exhibition.

Exhibitor's Authorized Representative	Title	Date
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MAIL OR FAX TO:
Karissa Coltman
PennWell Corporation
Karissac@pennwell.com
Fax: Fax +1 918 831 9834

FOR OFFICE USE ONLY:
Approved _____ Date _____
Rejected _____ Date _____
By: _____