



CERTIFICATE OF INSURANCE & EAC POLICY

Exhibitor Certificate of Liability Insurance (required for all exhibitors)

A requirement of exhibiting at the 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 February 1, 2019. 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.)

AMOUNT SUGGESTED: One (1) Million Dollars to ensure that the Certificate of Liability Insurance is correct, please make sure that it includes the following:

Under *Description of Operations*, it **must** include: All activities related to Subsea Tieback Forum & Exhibition, PennWell Corporation, Freeman Companies, Henry B. Gonzalez, San Antonio, TX, March 5-7, 2019.

Under the *Certificate Holder*, it must include:

PennWell Corporation
1421 South Sheridan Road
Tulsa, OK 74112

Complete Certificates of Liability Insurance must be emailed to Michael Donnell at michaeld@pennwell.com

Please call +1 (918) 831-9707 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 EAC Form and the Third Party Authorization 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 via email: michaeld@pennwell.com or phone +1 (918) 831-9707.