

# Exhibitor Certificate of Liability Insurance/EAC

## Exhibitors Certificate of Liability Insurance (required for all exhibitors)

As in past years, Coal Gen requires each exhibitor to carry commercial general certificate of liability insurance throughout the Exhibition.

- Trade Show Exhibitor Insurance certificate.
- Exhibitor's insurance carrier must issue such Certificate of Liability Insurance.
- PennWell/Coal Gen 2011 do NOT need to be named as additional insured.
- PennWell/Coal Gen 2011 do not require a certain form.

To ensure that the certificate of liability insurance is correct, please make sure that it includes the following:

- *Exhibiting Company Name*
- *Under Description of Operations*, please include:  
"All activities related to PennWell/Coal Gen 2011, Columbus Convention Center– August 16-18, 2011 (including the Exhibition dates, move-in, set-up, and tear down)"
- *Under the Certificate Holder*, please include:  
PennWell Corporation (Coal Gen 2011)  
1421 S. Sheridan Road  
Tulsa, OK 74112

Contact your company's insurance provider to obtain a certificate of liability insurance. In the unlikely event your company does not have liability insurance which covers your presence in trade shows; you can obtain it through many insurance carriers. A few are listed below:

- John Buttine, Inc., ph: 800-964-4454 or 212-697-1010
- K&K Insurance, ph: 866-554-4636 / <http://www.kandkinsurance.com/Pages/Home.aspx>

## Exhibitor Appointed Contractor (EAC)

An Exhibitor Appointed Contractor (EAC) is a company (other than the official service contractor, Brede Allied., listed in the Exhibitor Service manual) that provides any service at Exhibitor's request and needs access to Exhibitor booth during the display, installation and/or dismantling period. It is the exhibitor's sole responsibility to ensure that their EAC form has been completed and submitted. This form is required in order for PennWell/Coal Gen 2011 event management to allow EAC's access to the event.

- Exhibitor must complete and return the Exhibitor Appointed Contractor Request Form located in the BREDE section of the exhibitor manual for each desired EAC.
- Exhibitors hiring another EAC must still supply its own certificate of liability insurance.
- PennWell/Coal Gen 2011 must have a copy of your certificate of liability insurance prior to setting up your exhibit.

Complete certificates of liability insurance form must be faxed to: 918-831-9729 or mailed to the below address. You may also call with any questions: 918-831-9786.

- Sue Ellen Rhine, PennWell/Coal Gen 2011 / 1421 S. Sheridan Road, Tulsa, OK 74112.

***All exhibitors MUST file an EAC form (if applicable) and a certificate of Liability with Show Management no later than July 15, 2011.***

**COAL-GEN®**