



CERTIFICATE OF LIABILITY / EAC

Exhibitor Certificate of Liability Insurance (required for all exhibitors)

A requirement of exhibiting at RDH Under One Roof 2010 is for ALL exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is **July 6, 2010**. Even if Exhibitor hires an EAC, Exhibitor still must supply its own Certificate of Liability Insurance. Exhibitor's insurance carrier must issue such Certificate of Liability Insurance. PennWell does not require a certain form.

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

Under Description of Operations, it needs to include:

All activities related to RDH Under One Roof, Brede Allied Convention Services, Walt Disney World Swan and Dolphin, Lake Buena Vista, FL
August 5, 2010 – August 7, 2010 (including the Exhibition dates, move-in, set-up, and tear-down)

Under the Certificate Holder, it must include both:

PennWell Corporation
1421 South Sheridan Road
Tulsa, OK 74112

Complete Certificates of Liability Insurance must be faxed to Carla Pitchlynn at 918-831-9834 or mailed to Carla Pitchlynn, PennWell/RDH 2010, 1421 S. Sheridan, Tulsa, OK 74112.

Exhibitor Appointed Contractors (EAC)

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. Exhibitor must complete and return the Exhibitor Appointed Contractor Request Form in the BREDE forms for each desired EAC. Each EAC will also have to provide a Certificate of Liability Insurance with the necessary information set forth above. Deadline for submitting the EAC form and certificate is July 6, 2010. **EAC insurance should be sent to BREDE.** Any questions related to EAC should be directed to Brede at 407-851-0261.