

# Strategies in Light.

*The Leading Events for the Global LED and Lighting Industry*

## CERTIFICATE OF INSURANCE & EAC POLICY

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

A requirement of exhibiting at Strategies in Light is for ALL exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is **January 6, 2012**. 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 following:

Under *Description of Operations*, it needs to include:

All activities related to Strategies in Light,  
PennWell Corporation, Santa Clara Convention Center, Santa Clara, CA.  
February 7-9, 2012

Under the *Certificate Holder*, it must include:

PennWell Corporation  
1421 South Sheridan Road  
Tulsa, OK 74112

**And if you will be using an EAC Brede will need to be listed in addition to PennWell Corp.**

Brede Allied Convention Services  
2502 Lake Orange Drive  
Orlando, FL 32837

Complete Certificates of Liability Insurance must be faxed to Sue Ellen Rhine at **918-831-9729** or mailed to Sue Ellen Rhine, PennWell Corporation, 1421 South Sheridan Road, Tulsa, OK 74112 **AND** Brede at 407-859-3904.

### 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 in Brede's portion of the manual. The EAC will also have to provide a Certificate of Liability Insurance as described above. The deadline for submitting the Request form and Insurance certificate is **January 6, 2012**.

Any questions related to the Certificates of Liability Insurance should be directed to Sue Ellen Rhine @ (918) 831-9786 and EAC questions should be directed to Brede at 407-851-0261.