



# EXHIBITOR APPOINTED CONTRACTOR REQUEST FORM

**Deadline for Submission: July 30, 2010**

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

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 World Energy Congress Montreal 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.*

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Exhibitor's Authorized Representative	Title	Date
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MAIL OR FAX TO:  
 Lisa Gasaway  
 PennWell Corporation  
 1421 South Sheridan Road  
 Tulsa, OK 74112  
 Fax: 918-831-9729  
 Email: [lgasaway@pennwell.com](mailto:lgasaway@pennwell.com)

FOR OFFICE USE ONLY:  
 Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Rejected \_\_\_\_\_ Date \_\_\_\_\_  
 By: \_\_\_\_\_