Notice of Intent to Use
Exhibitor Appointed Contractors Form

- Please complete this form if your company plans to utilize the services of any independent contractors other than Freeman, the official general service contractor designated by RIMS.

- For multiple contractors, duplicate this form as necessary.

- Inform all independent contractors that they must send a current Certificate of Insurance no later than (Friday, April 17, 2020) or they will not be permitted to service your exhibit.

- Ensure that each exhibitor appointed contractor clearly indicates their company name on the Certificate of Insurance.

- Certificates must be emailed to or ExhibitorServices@RIMS.org.

- It is the responsibility of the exhibiting company to ensure that each independent contractor adheres to all official rules and regulations of the Conference as set forth by RIMS.

Exhibiting Company Name: __________________________________________
Booth Number: _______

Submitted by: _________________________________________________
Date: ___________

Phone: ____________________ Fax: ____________________ Email: ____________________________

Exhibitor Appointed Contractor Name: ____________________________________________________

Address of Contractor: _________________________________________________________________

City: ________________________________________________ State: ________ Zip: ______________

EAC Supervisor Onsite: ________________________________________________________________

Phone: ____________________ Fax: ____________________ E-mail: ____________________________

Type of service to be performed: _________________________________________________________

____________________________________________________________________________________

Email completed forms to ExhibitorServices@RIMS.org
RIMS, Inc., Operations, 1407 Broadway– 29th Floor, New York, NY 10018

Deadline for Submission Friday, April 17, 2020