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: ____________________ Email: ____________________________

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