Dear RIMS 2020 Exhibitor,

Thank you again for your support at the upcoming RIMS 2020 Annual Conference & Exhibition! We look forward to partnering with you on another great event in Denver.

To assist you in your preparations, we are providing you with a comprehensive exhibitor services manual. The RIMS 2020 Exhibitor Services Manual is a detailed and critical resource designed to assist you with all of your logistical requirements. Please refer to the Deadline Checklist for the location of all ancillary services, requisition forms and applicable deadlines. We suggest posting this list by your desk and saving it to your desktop.

We recognize your organization’s investment in RIMS. Accordingly, we developed many opportunities for you to enhance your company’s exposure. RIMS 2020 isn’t just about your booth, it is a chance to grow your brand awareness and maximize sales and relationship opportunities before, during, and after the event. To take advantage of the extraordinary visibility our sponsors receive, review the Sponsorship Prospectus online and contact Matt Whyte at +1-212-655-6052 or MWhyte@RIMS.org.

Again, thank you for your support of RIMS 2020. We appreciate all of the hard work, time, and effort that you put into the event. It is the goal of RIMS to continue to achieve excellence in providing you with a spectacular event experience. See you there!

Warm regards,

Stuart Ruff-Lyon, CMP, DES
Vice President, Events and Education
+1 212-655-6051
ExhibitorServices@RIMS.org

Matthew Whyte
Exhibitions & Sponsorship Sales Manager
+1 212-655-6052
mwhyte@rims.org
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Plumbing
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Preview the RIMS 2020 Conference Schedule to assist in appropriately staffing your booth.

Co-Exhibitor Policy
Subletting, assigning or apportioning of any exhibit space is prohibited on the trade show floor unless a Co-Exhibitor agreement has been made. The co-exhibitor agreement now allows companies to share booth space with partners, parent, or umbrella companies. With the co-exhibitor agreement, you will be allowed to brand your booth with the co-exhibiting company's signage, you will receive a directory listing in the conference guide as well as a listing on the website. Co-exhibitors will also have the opportunity to sponsor items or events at the conference. The cost of co-exhibiting is $1,500 per co-exhibiting company. To register as a co-exhibitor please complete the order form and email to exhibitorservices@rims.org.

Alcohol Policy
All active exhibitors will be permitted to serve alcohol within their assigned exhibit space on each exhibition day beginning at 1:00pm. Alcohol service must be arranged with Centerplate, the exclusive Food & Beverage provider of the Colorado Convention Center.

Hanging Sign Policy
Once again hanging signs positioned within an exhibitor's assigned space will be permitted to a height of 20 feet. Please note that the top of the sign may now be to a maximum height of 20 feet from the exhibit floor. However, booth structure height will remain at 16 feet. Exhibitors occupying a 20'x20' booth, or larger are permitted to have a hanging sign(s) above their assigned space.

Housing Information
although exhibitor accommodations are managed through the hosted block housing process, please be sure to review the Housing Policies currently in effect for Conference participants. Contact RIMS Official Housing Bureau Connections Housing with questions regarding your housing accommodations at RIMS@ConnectionsHousing.com.

VIDEO & “HYBRID EVENTS”:
Videotaping and hybrid events (including webcams, webinars, streaming video content) are prohibited inside the Marketplace Exhibit Hall unless you have express, written permission from RIMS. In the event that RIMS authorizes videotaping and equipment, videos may not be taken of any booth or product other than your own, except by approved press or the official videographer designated by RIMS.

Exclusive Lead Retrieval Provider
RIMS takes attendee confidentiality and data security very seriously. In our efforts to protect the integrity of the data generated from the RIMS Annual Conference & Exhibition, we have named eShow as the exclusive provider of lead retrieval services.

Certificate of Insurance
As a standard requirement for all of our show exhibitors, the certificate of the insurance must be provided to RIMS. RIMS has requested that Rainprotection serve as our insurance management company. In addition to being able to provide exhibitors with insurance, they are also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance. If you have your own insurance, please submit a copy to exhibitorservices@rims.org. If you do not have one yet, you can purchase from the Rainprotection.

Booth Personnel Access
Exhibitor booth personnel are now allowed to access ALL food functions in the Marketplace Exhibit Hall and networking events, as well as complimentary access to the Opening Reception and Conference Finale.
### Exhibitor Registration Rates

<table>
<thead>
<tr>
<th>Exhibitor Registration</th>
<th>Standard Rate 12/03/19 – 2/14/20</th>
<th>Regular Rate 2/15/20 – 5/01/20</th>
<th>Onsite Rate 5/02/20 – 5/06/20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online Rates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Personnel within allotment</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Booth Personnel Additional Badge [over allotment]</td>
<td>$ 200.00</td>
<td>$ 250.00</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Booth Personnel Substitution</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>ECOMP Assignment</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 150.00</td>
</tr>
<tr>
<td>ECOMP Substitution</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 150.00</td>
</tr>
<tr>
<td><strong>Fax / Email / Phone Rates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Personnel within allotment</td>
<td>$ 50.00</td>
<td>$ 50.00</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Booth Personnel Additional Badge [over allotment]</td>
<td>$ 200.00</td>
<td>$ 250.00</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Booth Personnel Substitution</td>
<td>$ 50.00</td>
<td>$ 50.00</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>ECOMP Assignment</td>
<td>$ 50.00</td>
<td>$ 50.00</td>
<td>$ 150.00</td>
</tr>
<tr>
<td>ECOMP Substitution</td>
<td>$ 50.00</td>
<td>$ 50.00</td>
<td>$ 150.00</td>
</tr>
<tr>
<td><strong>Additional Options (all non-refundable)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest Registration (available for ECOMPs only, Limit 1)</td>
<td>$ 300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Reception Ticket (available for ECOMPs only, Limit 5)</td>
<td></td>
<td>$ 150.00</td>
<td></td>
</tr>
<tr>
<td>CE/CPE Accreditation for RIMS members (ECOMPs only)</td>
<td></td>
<td>$ 100.00</td>
<td></td>
</tr>
<tr>
<td>CE/CPE Accreditation for non-members (ECOMPs only)</td>
<td></td>
<td>$ 150.00</td>
<td></td>
</tr>
<tr>
<td>Lost/Reprinted Badge</td>
<td>N/A</td>
<td>N/A</td>
<td>$ 100.00</td>
</tr>
</tbody>
</table>

A US $50 service charge per badge will be added for all registration transactions done by phone, mail and faxed registrations.

*No fees will be charged for Booth Personnel or ECOMP assignment and substitution if processed online during the standard rate, however a fee will be charged if an assignment or substitution is submitted through email, fax, phone.

**Continuing Education Credits**

CEU/CLE/CPE credits and RIMS Fellow (RF) accreditation will be available at RIMS 2020. Please note that this is for **Attendee Registrants and Exhibitor Complimentary Registrants (ECOMPS) only**. A non-refundable application fee is required to obtain credits. RIMS Member: US $100, Non-Member: US $150.
Exhibitor’s Deadline Checklist

www.RIMS.org/Exhibitor

Note: Texts underlined are links to order forms and additional information:

<table>
<thead>
<tr>
<th>Items:</th>
<th>Deadline\Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsorship Opportunities   [RIMS2020 Prospectus]</td>
<td>Various</td>
</tr>
<tr>
<td>Booth Cancellation with Full Refund</td>
<td>August 31, 2019</td>
</tr>
<tr>
<td>Booth Cancellation with No Refund</td>
<td>September 1, 2019</td>
</tr>
<tr>
<td>Hosted Block Housing (Exhibitors) / Hospitality Guidelines</td>
<td>October 4, 2019- on going</td>
</tr>
<tr>
<td>Confirmation of Hosted Block and Hospitality assignments received on October 5th and October 12th will be sent via email</td>
<td>November 6, 2019 - ongoing</td>
</tr>
<tr>
<td>Rooms entitled at Headquarter Hotels are guaranteed to be available through</td>
<td>October 22, 2019</td>
</tr>
<tr>
<td>Last Day to reduce room blocks by 10% without penalty</td>
<td>January 30, 2020</td>
</tr>
<tr>
<td>Rooming list due to Connections Housing</td>
<td>February 7, 2020</td>
</tr>
<tr>
<td>Attendee Mailing List – First List</td>
<td>February 25, 2020</td>
</tr>
<tr>
<td>Treasure Trek Order Forum</td>
<td>March 6, 2020</td>
</tr>
<tr>
<td>Marketplace Exhibit Hall Roundup Email Order Form</td>
<td>March 27, 2020</td>
</tr>
<tr>
<td>Private Client Meeting Rooms</td>
<td>March 27, 2020</td>
</tr>
<tr>
<td>Attendee Mailing List - Second List</td>
<td>March 30, 2020</td>
</tr>
<tr>
<td>Audio Visual &amp; Computer (Receive Early Order Pricing)</td>
<td>April 3, 2020</td>
</tr>
<tr>
<td>General Contractor- Freeman</td>
<td></td>
</tr>
<tr>
<td>Online Ordering</td>
<td>Freeman Service Kit (PDF)</td>
</tr>
<tr>
<td>Requires Login - Online Customer Support Center at +1-888-508-5054</td>
<td></td>
</tr>
<tr>
<td>Freeman Exhibitor Services Dept. at <a href="mailto:FreemanDenverES@freeman.com">FreemanDenverES@freeman.com</a> or call +1-303-320-5100</td>
<td></td>
</tr>
<tr>
<td>Booth Furnishings/Exhibit Rental Systems/I&amp;D Services/Carpet /Signs/In Booth Fork Lift/Shipping/Material Handling, Cleaning, etc.</td>
<td></td>
</tr>
<tr>
<td>Rooming list changes will be conducted through Connections Housing</td>
<td>April 10, 2020</td>
</tr>
<tr>
<td>Last date Hosted Block Forms accepted (rooming list must be included)</td>
<td>April 10, 2020</td>
</tr>
<tr>
<td>Advertising Opportunity: [RIMS Show Daily]</td>
<td>April 3, 2020 (Space)</td>
</tr>
<tr>
<td></td>
<td>April 10, 2020 (Materials)</td>
</tr>
<tr>
<td>Security Order Form</td>
<td>April 15, 2020</td>
</tr>
<tr>
<td>Certificate of Insurance (Exhibitor)</td>
<td>April 17, 2020</td>
</tr>
<tr>
<td>Colorado Convention Center</td>
<td></td>
</tr>
<tr>
<td>Electric, Telephone, Cable TV, Air, Water and Drain</td>
<td>April 17, 2020</td>
</tr>
<tr>
<td>Exhibitor Food &amp; Beverage – [Centerplate Catering Menu and Order Form]</td>
<td>April 17, 2020</td>
</tr>
<tr>
<td>Notification to Use an Exhibitor Appointed Contractor Form (EAC)</td>
<td>April 17, 2020</td>
</tr>
<tr>
<td>Floral / Plant Decorations</td>
<td>April 20, 2020</td>
</tr>
<tr>
<td>Freight: [Shipping Instruction and Warehouse an Label]</td>
<td></td>
</tr>
<tr>
<td>Photographer</td>
<td>April 24, 2020</td>
</tr>
<tr>
<td>Move-in (9:00 AM – 5:00 PM) – 400 sq fit and larger booth only</td>
<td>April 30, 2020</td>
</tr>
<tr>
<td>Destination Management Company (Special Events)</td>
<td>Various (Contact for details)</td>
</tr>
<tr>
<td>Move-in (9:00 AM – 5:00 PM) – all exhibitors</td>
<td>May 1, 2020 – May 3, 2020</td>
</tr>
</tbody>
</table>
**Business Center**

**Adding Subsidiary Company & Product Classifications** (For approval of Subsidiary Company for Name Badge) – Onsite fees will be applied from May 2nd.  
May 01, 2020

**Update Exhibitor Directory Listing & Product Classification (online data collection)**  
– Login Required “Exhibitor Service Center”  
May 1, 2020

**Registration**: Booth Personnel and Exhibitor Complimentary (ECOMP) Full Conference  
December 3, 2019 -  
May 1, 2020

**Online Registration** (On-site fees apply after 5/02/20)  
May 1, 2020

**Lead Tracking Forms**  
May 2, 2020

**Registration** – Onsite Fees: Booth Personnel & Exhibitor Complimentary Full Conference (ECOMP)  
May 02, 2020

Booth must be show ready by 5:00 PM on Sunday  
May 3, 2020

Connections Housing staff onsite in the convention center  
May 2-6, 2020

Freight: Direct Shipments to Show Site (CCC) Labels to Show Site  
April 30, 2020 –  
May 6, 2020

Move-out begins at 1:30 PM - 10:00 PM  
May 6, 2020

Move-out Clear Deadline at 5:00 PM  
May 7, 2020

RIMS 2020 In-Site Tour (information will be available on the RIMS website by March 2020)  
June, 2020

RIMS 2021 Priority Space Selection begins (online)  
July, 2020

**Note**: Texts underlined are links to order forms and information.  
To obtain prompt service, submit order forms well in advance of the due date. Many services can be purchased onsite; however, discounts are only available until stated deadline.
<table>
<thead>
<tr>
<th>Date</th>
<th>Registration Hours</th>
<th>Special Events For Attendees</th>
<th>Educational Session Schedule</th>
<th>Marketplace Hours/ Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday April 30</td>
<td></td>
<td></td>
<td></td>
<td>9:00 AM – 5:00 PM Installation</td>
</tr>
<tr>
<td>Friday May 1</td>
<td>9:00AM-4:30PM</td>
<td>Pre-Conference Workshop</td>
<td></td>
<td>9:00AM – 5:00PM Installation</td>
</tr>
<tr>
<td>Saturday May 2</td>
<td>12:00PM - 5:00PM</td>
<td>7:00AM-4:30PM RIMS Board of Directors  9:00AM-4:30PM Pre-Conference Workshops  5:30 PM- 7:30 PM ABSIP AND Student Welcome Reception (by invitation only)</td>
<td></td>
<td>9:00AM – 5:00PM Installation &amp; Direct Deliveries</td>
</tr>
<tr>
<td>Sunday May 3</td>
<td>10:00AM – 6:30PM</td>
<td>8:00AM-2:00PM 29th Annual Spencer Gallagher Golf Tournament  8:00AM-4:00PM RIMS/Spencer Risk Management Challenge  9:00AM-4:30PM Pre-Conference Workshops  9:00AM-12:00PM RIMS Chapter Leadership Forum  12:00PM-5:53PM Committee Meetings  4:30PM-5:30PM Attendee Orientation  6:00PM – 9:00PM Opening Reception: Empower field at Mile High (All Booth Staff and Exhibitor Complimentary Registrant (ECOMP) are entitled to attend without a guest. You may purchase tickets for a guest during booth staff registration; please refer to Event Ticket Information. Badge required for admittance.</td>
<td></td>
<td>9:00AM – 5:00PM Installation Direct Deliveries  5:00PM All Booths Must Be Show Ready*</td>
</tr>
<tr>
<td>Monday May 4</td>
<td>7:00AM- 5:00PM</td>
<td>7:30AM - 8:00AM Breakfast  8:00 AM - 9:30 AM RIMS General Session and Opening Keynote  12:00PM - 1:15PM Award Luncheon and Recognition Luncheon  Community Service Project 9:30 am - 5:00 pm  Thought Leader Theater 10:00 am–5:00 pm  Innovation Hub 10:00 am–5:00 pm  Career Lab 10:00 am–5:00 pm  Start-Up Stadium (Demo) 10:00 am–5:00 pm  Global Studio 10:00 am–5:00 pm</td>
<td>1:30 PM-2:30 PM 3:00 PM-4:00 PM</td>
<td>09:30 AM – 5:00 PM 09:30 AM –12:00 pm Exclusive Hours 4:00 PM-5:00 PM Marketplace Reception</td>
</tr>
<tr>
<td>Tuesday May 5</td>
<td>8:00AM – 5:00PM</td>
<td>6:30 AM - 8:00 AM Annual Spencer 5K Fun Run  9:15 am–10:45 am Industry Interactive Sessions (90 min)  1:15 pm–2:45 pm Industry Interactive Sessions (90 min)  Community Service Project 9:00 am - 5:00 pm  Thought Leader Theater 10:00 am–5:00 pm  Innovation Hub 10:00 am–5:00 pm  Career Lab 10:00 am–5:00 pm  Start-Up Stadium (Demo) 10:00 am–5:00 pm  Global Studio 10:00 am–5:00 pm</td>
<td>9:30AM–10:30AM 11:00 am–12:00 pm 1:30 pm–2:30 pm 3:00 pm–4:00 pm</td>
<td>09:30 AM – 5:00 PM 12:00 PM-1:15 PM Marketplace Social Luncheon 4:00 PM- 5:00 PM: Marketplace Reception</td>
</tr>
<tr>
<td>Wednesday May 6</td>
<td>8:00AM– 3:00PM</td>
<td>7:00AM-9:00AM House of Delegates Meeting (Breakfast ends at 7:30AM)  9:15 am–10:45 am Industry Interactive Sessions (90 min)  3:00 pm – 4:30 pm: Conference Finale and Closing Keynote  7:00 PM – 11:00 PM RIMS-Sedgwick Official Closing Party</td>
<td>9:30 am–10:30 am 11:00 am–12:00 pm 1:45 pm–2:45 pm</td>
<td>09:30 AM – 1:30 PM 12:00 PM-1:30 PM Marketplace Social Luncheon: RIMS 2021 kickoff 3:00 PM – 10:00 PM Exhibit Dismantling</td>
</tr>
</tbody>
</table>
**For the most current information on all RIMS events, visit [RIMS 2020 website](#)**

* Exhibitors in non-compliance will not be permitted to complete set up until after show closing on Monday, May 4th

** There are no other official Conference activities scheduled at this time.

***Exhibitors may not pack materials or dismantle booths before 1:30 PM on Wednesday, May 6, 2020. No exceptions will be made.

Note: Exhibitor personnel will be permitted in Marketplace Exhibit Hall one hour prior and one hour after official Marketplace Exhibit Hall hours with the exception of Monday, on which access will begin at 7:00 AM

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Service Project</td>
<td>9:00 am - 1:30 pm</td>
<td>Thought Leader Theater</td>
</tr>
<tr>
<td>Thought Leader Theater</td>
<td>10:00 am - 1:30 pm</td>
<td>Innovation Hub</td>
</tr>
<tr>
<td>Innovation Hub</td>
<td>10:00 am - 1:30 pm</td>
<td>Career Lab</td>
</tr>
<tr>
<td>Career Lab</td>
<td>10:00 am - 1:30 pm</td>
<td>Start-Up Stadium (Demo)</td>
</tr>
<tr>
<td>Start-Up Stadium (Demo)</td>
<td>10:00 am - 1:30 pm</td>
<td>Global Studio</td>
</tr>
<tr>
<td>Global Studio</td>
<td>10:00 am - 1:30 pm</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, May 7</td>
<td>9:00 AM - 4:00 PM</td>
<td>Post-Conference Workshops</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>9:00 AM - 4:00 PM</td>
<td>Post-Conference Workshops</td>
</tr>
</tbody>
</table>

9:00 AM – 5:00 PM Exhibit Dismantling
RIMS® Payment Policy

Payment for Service
RIMS requires payment in full at the time services are ordered. Risk and Insurance Management Society, Inc. will only process payments for services provided by RIMS. Payment for all other services must be submitted to the appropriate contractor as stated on individual order forms. Exhibitors with outstanding balances will not be permitted to set up their booth onsite.

Method of Payment
Risk and Insurance Management Society, Inc. accepts Visa, MasterCard, American Express, corporate/personal/travelers checks*, money orders, and bank wire transfer**. All payments must be made in U.S. funds drawn from a U.S. bank. Purchase orders are not considered payment.

* Exhibitors will be charged for any expense incurred for returned checks due to insufficient funds.

**A US $30 administrative fee must be added to the total amount of your payment if paying by wire transfer.
RIMS Federal Tax ID #131860397

Third Party Billing
Each exhibiting company is ultimately responsible for all charges incurred on its behalf. RIMS reserves the right to institute collection action against the exhibitor if the authorized party does not submit payment.

Adjustments and Cancellations
Upon written notification of booth cancellation, RIMS will refund and/or adjust the amount charged according to the schedule noted in the Rules and Regulations. RIMS must receive written notice of cancellation of booth by August 31, 2019 or the exhibitor will be held liable for the total booth space rental cost regardless of the reason for cancellation, including cancellation due to the failure of an exhibitor to arrive on site. All cancellations of booth space requested before August 31, 2019 will be subject to the applicable cancellation fee as stated on the RIMS 2020 Official Rules & Regulations Contract. Exhibitors who have cancelled prior to submitting their payment will be invoiced and held liable for the cancellation fee as outlined in the schedule above. In addition, booth space for future shows will not be offered until all outstanding invoices have been paid.

What the Booth Fee includes:
- One Complimentary Full Conference (ECOMP) Registration (a $1,750 value!) per 10’ X 10’ booth
- Access to all food and networking events within the Marketplace exhibit hall, as well as complimentary access to the Opening Reception and Conference Finale
- Three exhibitor booth personnel badges per 10’ X 10’ booth
- Online Exhibit Directory listing, which includes a company description and four product classifications
- Exposure on RIMS Virtual Marketplace Exhibit Hall located at Virtual Marketplace featuring exhibitors, floor plan and link to Online Exhibitor Directory
- Complimentary Pre-Conference Attendee Direct Mailing List (upon acceptance of terms of agreement.) Phone, fax and email excluded.
- Draped 8’ back and 3’ side walls
- 7” X 44” sign identifying your company’s name and booth number
- Professional floor management and daily security in Marketplace Exhibit Hall
- Online Exhibitor Services Manual
- Exclusive access to RIMS In-Site, the Official Site Inspection Tour
- Access to meeting room rentals in the Colorado Convention Center

Carpeting is not included but is mandatory in your booth and must be supplied by the exhibitor.

*Deadlines apply
RIMS 2020 Official Service Providers

**AIRLINES**
Delta/KLM/AirFrance
Promotion Code Number: NY33R
Phone: +1-800-328-1111
[Book Here](#)

United Airlines
Online Offer Code: ZJFD330161
Phone: +1-800-468-7022
[Book Here](#)

Oneworld
Event Code: OW08A20
[www.oneworld.com/events](#)

**AUDIO/VISUAL & COMPUTERS**
FREEMAN
Martha Arroyo
Phone: +1-708-255-7125
[Order Form](#)
[martha.arroyo@freeman.com](mailto:martha.arroyo@freeman.com)

**CAR RENTALS**
AVIS
Discount Code (AWD): E779937
Phone: +1-800-331-1600
[Book your car](#)

**DESTINATION MANAGEMENT**
E5 Events
Phone: +1-720-488-2152
[DMC Form](#)

**ELECTRICAL, TELEPHONE, CABLE TV, AIR, WATER and DRAIN.**
Colorado Convention Center
Phone: +1 303-228-8000
eorders@denverconvention.com
[Service Order Form](#)

**GENERAL CONTRACTOR, DRAYAGE, EQUIPMENT, CLEANING, FURNITURE, LABOR, AND SIGNAGE**
Freeman
4493 Florence St
Denver, CO 80238
Phone: +1 303-320-5100
Fax: +1 469-621-5614
[FreemanDenverES@freeman.com](mailto:FreemanDenverES@freeman.com)
[Online](#)

**FLOOR MANAGER**
Kristina Unger, CEM
Georgia Girl
Management Phone: +1-404-372-8524
[ukunger@comcast.net](mailto:ukunger@comcast.net)

**FLORAL DECORATIONS**
TLC National Convention Plant Service
121 Pine Dr.
Stockbridge, GA 30281
Phone: +1-770-507-6777
Fax: +1-770-474-4676
[www.tlc-florist.com](http://www.tlc-florist.com)
[Floral/Plant Order Form](#)

**FOOD SERVICE**
Centerplate
Phone: +1 303-228-8050
[CateringCCC@centerplate.com](mailto:CateringCCC@centerplate.com)
[Booth Catering](#)

**HOUSING**
Connections Housing
950 Scales Road, Bldg. 200
Suwanee, GA 30024
Phone: +1-844-212-RIMS (7467)
Fax: +1-404-601-7442
[RIMS@connections住房.com](mailto:RIMS@connections住房.com)

**INSURANCE**
RainProtection
39 Ryder Avenue
Dix Hills, NY 1174564
Phone: +1-800-928-7975
[sales@rainprotection.net](mailto:sales@rainprotection.net)
[Insurance Order Form](#)

**INTERNET**
Smart City
Colorado Convention Center
Phone: +1-888-446-6911
Fax: +1-702-943-6001
[Order Form](#)

**LEAD TRACKING**
eShow
5 Executive Court, Suite 2
South Barrington, IL 60010
Phone: +1-847-620-4499
[leads@goeshow.com](mailto:leads@goeshow.com)
[Lead Retrieval Order Form](#)

**PHOTOGRAPHER**
Convention Photography
12685 Prescott Avenue
Tustin, CA 92782
Phone: +1-714-505-4600
Fax: +1-714-505-4606
E-mail: [conventionphotography@earthlink.net](mailto:conventionphotography@earthlink.net)
[Photography Order Form](#)

**SHUTTLE BUS**
The Convention Store
2981 Solomons Island Road
Edgewater, MD 21037
Phone: +1-800-285-0001
Fax: +1-410-956-6592
[Shuttle Bus Order Form](#)

**SECURITY**
Allied Universal Event Services
1400 N Harbor Blvd, 7th floor
Fullerton, CA 92835
Attn: Stephen Fullmer
Phone: +1-714-793-7972
Fax: +1-714-230-7201
[Stephen.fullmer@aus.com](mailto:Stephen.fullmer@aus.com)
[Security Order Form](#)

**TRANSPORTATION (AIR & GROUND)**
Freeman Transportation
4493 Florence St
Denver co, 80238
Phone: +1-800-995-3579 or 512-982-4187/ US &Canada
+1-817-607-5183 / International
[Exhibit.transportation@freeman.com](mailto:Exhibit.transportation@freeman.com)

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**Whom Do I Call?**
The following list provides a quick reference for answering your questions.

**ADVERTISING**
(Conference Guide & Program, Risk Management Magazine, RIMS.org, & RIMS Marketplace)
Ted Donovan
Senior Account Manager
Risk Management Magazine
Phone: +1 212-655-5917
TedDonovan@RIMS.org

George Schwimmer
Account Manager
New York, New York
Phone: +1 212 655 6033
gschwimmer@rims.org

**PRESS ROOM**
Josh Salter
RIMS Director of Communications
Phone: +1 212-655-6059
JSalter@RIMS.org

**RIMS MEMBERSHIP**
Client Services Team
Phone: +1 212-286-9292
CST@RIMS.org

**SESSION/SPEAKER INFORMATION**
Kamy Persaud
RIMS, Conference Program Manager
Phone: +1 212-655-6055
Speakers@RIMS.org

**BOOTH PERSONNEL BADGES and**
**Exhibitor Complimentary Full Conference (ECOMP)**
Registration Call Center
Phone: +1 866-538-3858 or +1 847-620-4473
RIMS_Registration@goeshow.com

**EXHIBITION AND SPONSORSHIP SALES**
Matt Whyte
RIMS, Exhibition and Sponsorship Sales Manager
Phone: +1 212-655-6052
MWhyte@RIMS.org

**GENERAL CONFERENCE INQUIRIES**
Client Services Team
Phone: +1 212-286-9292 option 1
CST@RIMS.org

**HOUSING**
Connections Housing
950 Scales Road, Bldg 200
Suwanee, GA 30024
Phone: +1 844-212-RIMS (7467)
Fax: +1 404-601-7442
RIMS@ConnectionsHousing.com
Website Link

**ONLINE EXHIBIT DIRECTORY LISTING**
RIMS Exhibit Team
Certificate of Insurance

Prior to the upcoming RIMS 2020 Annual Conference & Exhibition, exhibiting companies must procure, pay for and maintain business insurance coverage. The Certificate of Insurance, which may be requested from your company’s insurance provider.

New: RIMS no longer accepts hard copies of the Certificate of Insurance, all COI must be submitted electronically via email to Rainprotection Insurance (RIMS Official Service Provider) at Sales@rainprotection.net no later than Friday, April 17, 2020.

Limits of coverage:

- The Risk and Insurance Management Society, Inc. (RIMS), Colorado Convention Center (CCC) and FREEMAN MUST be named as an Additional Insureds for all liability coverage and the Certificate of Insurance must state that fact in the Description/Special provisions section of the Certificate of Insurance.


- Commercial General Liability Insurance including Personal Injury Liability and Contractual Liability with limits of liability for bodily injury and property damage of not less than $1,000,000 combined single limit.

- Workers’ Compensation and Employee Liability Insurance, including All Other States Endorsement. The limit of liability under the Employee Liability section of the Workers’ Compensation Insurance policy shall not be less than $100,000.

- Business Automobile Liability Insurance should include limits of not less than $1,000,000 for bodily injury and property damage resulting from any one occurrence.

- RIMS and/or FREEMAN and Colorado Convention Center (CCC) will not be responsible for any loss or damage to any tools, equipment, property or materials of the exhibitors. It is therefore recommended that your company maintain its own insurance for these items and take appropriate action for your protection.

- Certificates of Insurance MUST cover Thursday, April 30, 2020 through Thursday, May 7, 2020.

Display Rules and Regulations

RIMS has a strict maximum height restriction of 2020 which is measured to the top of the structure or hanging sign. No variance will be granted. RIMS uses the International Association of Exhibition and Events (IAEE) Guidelines for Display Rules & Regulations to create the RIMS Display Rules and Regulations.

Signs, Logos, Company ID

The placement of signs, logos, trademarks, and other forms of company identification located within 5’ of a neighboring display must face into your exhibit space, and must conform to the maximum height allowed in your specific booth configuration.

Multi-Story Booths

All covered booths over 300 square feet have special requirements in order to obtain approval from the Denver Fire Prevention Bureau. Contact CCC Operations at (303) 228-8000 for clarification and specifics.
Exhibitor Appointed Contractors

FREEMAN will supply professional union labor for all of the work needed for the installation and dismantling of your exhibit. Should you utilize the services of any Exhibitor Appointed Contractors (“EAC”), the following requirements must be in compliance.

- Freeman and RIMS must be notified of all contractors working in the exhibit hall. Complete the Notice of Intent (Below) and return to ExhibitorServices@RIMS.org or Fax to +1-917-229-1682. No later than Friday, April 17, 2020.

- All EAC’s (including production companies) must show proof of insurance for General Liability, Workers’ Compensation Liability and Business Automobile Liability and must provide RIMS with a current Certificate of Insurance with limits of not less than the following: $1,000,000 General Liability, $100,000 Workers’ Compensation, and $1,000,000 Business Automobile Liability.

The Risk and Insurance Management Society, Inc., Colorado Convention Center (CCC) and Freeman must be named as additional insureds on all policies. The Certificate of Insurance must cover Thursday, April 30, 2020 through Thursday, May 7, 2020 and must be received no later than Friday, April 17, 2020. Failure to do so will prevent said EAC’s from gaining access to the show floor.

- The EAC shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The EAC may not solicit business on the exhibit floor.

- The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor’s booth space.

- The EAC must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.

- Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of tapes and other remnants of use).

- The EAC must adhere to the move-in and move-out schedules. Exhibitors will be responsible for any additional expenses incurred by RIMS should deadlines not be met.

- All personnel, under the employment of EAC’s, must be registered and badged by show management and obtain Temporary Workers Badges. Badges will not be issued until insurance requirements are met. (No one will be allowed on the show floor without the proper Conference badges.)

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

Off Hours Entry Pass

Exhibitors are permitted access to the Marketplace Exhibit Hall one hour before the Marketplace Exhibit Hall opens (two hours on Monday) and one hour after the close each day. Exhibitors needing to gain access to the Marketplace Exhibit Hall outside of these hours are required to obtain an “Off-Hours Entry” pass. Passes can be obtained from the RIMS Sales Manager or Floor Managers at 4:30 pm each day of the move-in and exhibition.

Added Benefit: Off Hours Entry Passes may also be requested by exhibitors to grant attendees access to meetings on the show floor one hour prior to official show hours on Tuesday and Wednesday. Attendees must be registered with an appropriate RIMS badge. Early access to the hall by attendees is prohibited on Monday. Passes may be obtained from the Exhibition Manager or Floor Managers in the Service Center onsite.
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
RIMS 2020 Denver – RULES & REGULATIONS CONTRACT
General Rules

Any company exhibiting at the RIMS 2020 Annual Conference & Exhibition must demonstrate products and services that are of professional interest to risk management professionals.

All agreements for exhibit space are reviewed by the Risk and Insurance Management Society, Inc. (RIMS). RIMS reserves the right to refuse rental of display space to any company for any reason if, in RIMS sole opinion, that company’s attendance would not be beneficial to the general character and objective of the exhibition.

All exhibit rules and regulations specified in this agreement, as well as those contained in the Exhibitor Services Manual (ESM), will be strictly enforced. RIMS may change, add or delete regulations as it deems necessary, without notice, to ensure the success of the conference. All such changes shall be binding on the exhibitor. The ruling of RIMS shall be final in all instances with respect to use of any exhibit space. Providing all rules and regulations are followed, booth space assignments will be made on the new booth selection priority points criteria. Exhibitors receive points based on booth size, total spend at the RIMS Annual Conference, advertising spend, student sponsorships support, Marketplace profiles, sponsoring other events, Risk Manager of the Year sponsorships as well as carrying over points from previous years.

All exhibitors must comply with the following rules. Violations in the Exhibitor Rules and Regulations will result in points being deducted form a company’s total score.

<table>
<thead>
<tr>
<th>Rule Violation</th>
<th>Points Deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Going Outside of the Official Room Block</td>
<td>-40</td>
</tr>
<tr>
<td>Badge Swap</td>
<td>-10</td>
</tr>
<tr>
<td>Booth Violation</td>
<td>-10</td>
</tr>
<tr>
<td>Violation of Mailing List Agreement</td>
<td>-20</td>
</tr>
<tr>
<td>Branding Violation</td>
<td>-40</td>
</tr>
<tr>
<td>Hosting Competing Off Site Events</td>
<td>ALL POINTS</td>
</tr>
<tr>
<td>Cancelling Advertisements</td>
<td>-10</td>
</tr>
</tbody>
</table>

- Exhibits may not project beyond the space allotted;
- Subletting, assigning or apportioning of any exhibit space is prohibited unless a Co-Exhibitor agreement has been made (cost of each Co-Exhibitor is $1,500);
- No exhibitor may display any goods other than those it manufacturers or distributes except for promotional items referenced below
- Food and beverage (including Alcoholic beverages) distribution must have prior approval from RIMS and the Colorado Convention Center (CCC) catering department.

SELLING OF PRODUCTS IS PROHIBITED Sales of or taking orders of products is strictly prohibited. Any exhibitor caught on show site selling products will be escorted off the floor immediately and no refunds will be given.

BADGE ETHICS, COUNTERFEITING & THEFT All attendees (full conference, ECOMP, exhibitor personnel) will need government issued photo identification to pick-up a conference badge. Only persons registered for this conference and wearing the proper badge will be admitted to education sessions, RIMS meal functions, exhibit hall, and receptions. For security and safety, badges must be worn at all times.

Anyone found to be counterfeiting, copying or sharing conference name badges, or using a guest badge when s/he is not eligible for a guest badge, may be subject to sanctions up to and including removal from the conference and revocation of RIMS membership. As a result, attendees will be deducted -10 priority points for this offence. If you witness this unethical practice during the conference, please immediately report the offense to show management.

ALCOHOL POLICY All active exhibitors will be permitted to serve alcohol within their assigned exhibit space on each exhibition day beginning at 1:00pm. Alcohol service must be arranged with Centerplace, the exclusive Food & Beverage provider of the Colorado Convention Center and RIMS must be notified in writing using the Exhibit Booth Activities Form.

RIMS 2020 HANGING SIGN POLICY Exhibitors occupying a 20’x20’ booth, or larger are permitted to have a hanging sign(s) above their assigned space. Hanging signs positioned within an exhibitor’s assigned space will be permitted to a height of 20 feet. Please note that the top of the sign is a maximum height of 20 feet from the exhibit floor. However, booth structure height will
remain at 16 feet. Failure to follow this policy will result in a 10 priority points and possible $1,000 fine per day.

PROMOTIONAL MATERIAL
Sample articles, premiums, novelties, souvenirs and printed educational and promotional materials may be distributed from the confines of the Exhibitor’s booth only. Promotional items and traffic building events/incentives may not be imprinted with or designed to promote any other company’s name other than the exhibiting company and their legal subsidiaries. All such materials must be available to all Exhibition attendees so long as the materials are offered. Prize contests or drawings are permitted only with prior written approval by RIMS. Samples of handout materials, other than literature, must be screened and approved in advance by RIMS show management.

RIMS may, at any time, withhold or withdraw permission to distribute any material it considers objectionable or not allowed by the CCC or local rules or regulations. Exhibitors are prohibited from distributing articles, premiums, novelties, souvenirs or printed materials anywhere within any RIMS conference hotel. Failure to follow this policy will result in a 10 priority point.

CARE OF PREMISES
Exhibitor will be responsible for any damage done to the CCC by them, their employees or agents. No part of any exhibit, including signs or other material, may be posted, taped, nailed, screwed or otherwise affixed to walls, doors, woodworking or floors or any horizontal or vertical surface within the CCC. Stickers, helium balloons, drones and gas tanks are prohibited.

ADMISSION: RIMS shall have sole control over show admission policies at all times. All persons visiting the Exhibition are required to wear an appropriate badge while in attendance. All exhibitor personnel must wear an Exhibitor’s badge or appropriate conference registration badge at all times.

LIMITATIONS OF LIABILITY
RIMS will provide security during the official period of installation, showing and dismantling and will exercise reasonable care for the protection of the Exhibitors’ materials and displays. RIMS will provide reasonable security protection when exhibits are closed, but the safekeeping of the exhibitor’s property shall remain the responsibility of the exhibitor. Neither RIMS nor the CCC assume any liability for damage or loss to the property of the Exhibitor, its agents, representatives, employees, invitees or guests at any time.

HOLD HARMLESS AGREEMENT
Exhibitor agrees to defend, indemnify and hold harmless RIMS and the CCC against any/all claims, losses and/or damages to persons or property arising out of or caused by the conduct, acts or omissions of the Exhibitor, its employees, agents, representatives, invitees or guests during its move-in, occupancy or move-out of the exhibition premises.

STAFFING OF EXHIBITS
All exhibits must be continuously staffed each day of the Exhibition during those hours when the Exhibition is open to attendees. There will be no exceptions.

PAYMENT OF EXHIBIT SPACE
Full payment is due within 90 days of space assignment. Exhibitors signing up after October 31, 2019, are required to submit payment at time of space assignment. If payment is required to be made by check, credit card information must be submitted and will be credited once the check is received. If full payment is not received when due, booth space will be released and will be subject to the fees associated with the deadlines below. All fines associated with violations/noncompliance must be paid in full within 90 days of invoice date or booth space will be released.

Purchase orders are not accepted as a form of payment, or as space reservation. Credit card information must be submitted to reserve exhibit space and will be credited once a check is received.

CANCELLATION/DOWNSIZING
Cancellation of or downsizing of any exhibit space must be made in writing. Downsizing may result in a relocation depending upon the location and booth orientation in order to maximize available space. Written notice of cancellation/downsizing of booth space is subject to the applicable fee per 10x10 booth space as noted below. The refund schedule will be strictly followed for cancellation of all, or a portion of any exhibit space. When written notification is received:

○ Up to August 31, 2019 – No fee;
○ On or after September 1, 2019 – NO REFUND regardless of the reason for cancelling/ downsizing, including the failure of an exhibitor to arrive on site. If cancelling after August 31, 2019 any company who has selected booth space is responsible for full amount regardless if invoice has been paid or not.

Exhibitors who have cancelled prior to submitting their payment will be invoiced and held liable for the cancellation fee as outlined in the schedule above. In addition, booth space for future shows will not be offered until all outstanding invoices have been paid. RIMS shall not be responsible for shipping charges, construction costs, labor charges or expenses for preparation of exhibits or any other expenses in the event that the Exhibition is postponed or canceled for any reason whatsoever, or in the event that the material fails to arrive.

BOOTH RELOCATION
All requested relocations will be assigned on a first-come, first-served basis.

MERGERS AND ACQUISITIONS
When companies merge, the new conglomerate company which has absorbed the old company in its entirety, including all debts and liabilities, will be assigned the space selection rank of the pre-merger company with the highest seniority. If the division or product line splits away in the future, it will retain the seniority it had prior to the merger.

A. When companies merge yet remain as separate divisions or product lines and maintain separate booths:
1. Each division or product line will maintain its space selection rank at the time of merger.
2. Priority booth selections will be made by each division or product line based on their seniority rank at the time of selection.
3. Each company is entitled to one online directory listing at no charge; additional listings (up to three) are $150 each (Restrictions apply)
4. If the division or product line splits away in the future, it will retain the seniority it had established prior to the merger.

B. When companies merge yet remain as separate divisions or product lines, and display in one continuous booth:
1. The new company will assume the space selection ranking of its highest priority point division or product line and will make the booth selection for the group.
2. The new company is entitled to one online directory listing at no charge; additional listings (up to three) are $150 each. (Restrictions apply)
3. If the division or product line splits away in the future, it will retain the seniority it had established prior to the merger.

Any company that wholly owns another exhibiting company may opt to select in the spot with the highest number of seniority points. This may be done at the discretion of both exhibiting companies and RIMS.

In the event that any of the companies under the corporate umbrella lose a seniority point for non-compliance, those companies forfeit the right to choose their booth space in any other position but their own for a period of one year.

FORCE MAJEURE
The performance of this Agreement, in whole or in part, by either party, is subject to the following events or occurrences beyond either party's control, including, but not limited to: acts of God, war, government retaliation or regulation, terrorist acts, civil disorder, curtailment of transportation facilities preventing or severely limiting attendees from attending the Exhibition, natural or man-made disasters, fire, earthquakes, accidents or other casualties, strikes (provided neither party may cancel or suspend this agreement for strikes, labor disputes or work stoppages involving its respective employees, contractors or agents), or any similar intervening cause beyond the control of either party making this Agreement illegal, impossible, inadvisable or commercially impracticable to perform. Should RIMS cancel or curtail the Exhibition due to the unavailability, in whole or in part, of the convention facility to RIMS for the Exhibition, RIMS may, upon discovery of such unavailability, cancel this Agreement without liability or further obligation to the Exhibitor. Exhibitor shall not be entitled to a refund of the booth rental fee if this Agreement is terminated for any reason stated herein.

ARRANGEMENT OF EXHIBITS
The space provided will be as shown on the floor plan to the extent possible, but RIMS reserves the right to change the location of booths if this is deemed to be in the best interest of the exhibition. Failure to comply will result in the issuance of a non-compliance violation.

RIMS will enforce the RIMS Display Rules and Regulations for exhibit space concerning height limitations, back walls, side rails, island booths and double decker's. Exhibitors will be sent the RIMS Display Rules and Regulations with their ESM. Failure to follow the RIMS Display Rules and Regulations will result in a loss of 10 priority point and possible $1,000 fine per day.

FIRE REGULATIONS
Booth decorations and construction must conform to the regulations of the Philadelphia Fire Marshal. Flammable or explosive materials may not be used. Cloth and other combustible materials must be flameproof. Packing containers, exhibit materials, excelsior wrapping and similar materials must be removed from the exhibit area and may not be stored under tables or behind displays.

OPERATION AND CONDUCT
A. Exhibit Personnel. Attendants, models, and other employees must confine their activities to the contracted exhibit space. Exhibit's personnel and representatives may not enter the exhibit space of another Exhibitor without permission from that Exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the Show and Exhibitor may be subject to a loss of seniority points. Exhibitors shall not photograph, video tape, or stream video of the exhibit or product of another Exhibitor. Neither the exhibit area nor other areas of the Facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of Exhibitor, including personnel retained by Exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show Management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by Exhibitors.

B. Booth Entertainment and Activities.
Sound emitting from the exhibit space cannot exceed 80 decibels. Loudspeakers must be positioned to direct sound toward the center of the exhibit booth or display area; NOT pointed towards the aisles. Any sound which consistently exceeds 80 decibels, measured at the edge of the exhibitor's booth; is clearly identifiable more than 80 feet from the booth; or is, in the opinion of Show Management, objectionable or interfering with neighboring exhibits shall be deemed in violation of RIMS Rules & Regulations. Exhibitors receiving requests from Show Management to reduce the volume or noise level must comply immediately with the request or be subject to having the power to the sound system disconnected. If after receiving a second warning that they are in violation, the power to the sound system will be disconnected for the remainder of the day. If there is a third violation, the power will be disconnected for the remainder of the Show.

No animals will be allowed inside the Exhibition with the exception of service animals accompanying individuals with disabilities. Failure to follow booth entertainment and activity policies will result in a loss of 10 priority points.

C. Exhibit Obstructions. Exhibitors are not allowed to obstruct the view, occasion injury or adversely affect the displays of other exhibitors. Failure to follow this policy will result in a loss of 10 priority point per and possible $1,000 fine per day.

D. Advertising. Exhibitor shall not, without the written consent of Show Management, distribute, or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the Facility, except within the Exhibitor’s booth space and upon such space as is made available for such purposes by the Facility.
Static, mobile and electronic advertisements throughout Denver, including and not limited to hotels in the RIMS housing block, the Denver International Airport and mobile transportation vehicles must be reserved through RIMS and require RIMS approval.

RIMS defines conference advertising as advertising and promotions that are taking place in the city as a direct result of carrying out your message to your targeted audience – the RIMS 2020 attendee. Any indoor/outdoor advertisement placement in or around Denver including but not limited to: airport signage, street signage/banners, convention center, etc., must include the prominently-visible tagline “Proud Supporter of RIMS,” with the RIMS logo. Prominently visible means that the RIMS tagline should be no less than ¼ the size of the company’s name and logo.

Exhibitors who secure private meeting space outside of the exhibit hall are required to use the “Proud Supporter of RIMS” tagline at the entrance of their meeting space and are limited to one 22”x28” sign or one-meter board.

Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the CCC or any conference hotel.

RIMS reserves the right to restrict or close exhibits, at any time during the Exhibition, which, because of noise, odor, method of operation or any other reason, become, in RIMS opinion, objectionable or otherwise detract from the Exhibition. This reservation includes restriction of persons, things, conduct or printed material.

Exhibitors found to be in noncompliance with advertising guidelines will be subject to both a loss of 40 priority points and fined $5,000 per incident, per day.

NON-COMPLIANCE WITH RULES & REGULATIONS

A. Non-compliance with RIMS Exhibit Guidelines (as stated in the online RIMS Exhibitor Services Manual and RIMS Guidelines for Display Rules & Regulations) will result in a warning which will require that the non-compliance be rectified within a specified time period and before 5:00 pm, Sunday May 3, 2020. If the noncompliance is not rectified, the company will be fined $1,000 per day of the Exhibition ($3,000 total) and/or subtracted the appropriate amount of priority points (between 10-40 points depending on violation) until the noncompliance is corrected. Violations of the RIMS 2020 Rules and Regulations and/or RIMS Display Rules and Regulations may result in the reduction of seniority points for future space selection. Noncompliance adjustments that are not made will be corrected by Show Management at your company’s expense. Prolonged non-compliance with these rules and regulations may result in your booth being removed from the exhibit hall at your company’s expense. Non-payment of the fine(s) within 30 days from date of invoice will result in the forfeiture of exhibit space for the upcoming year.

B. Non-compliance with Operation and Conduct Regulations will result in the loss of 10 priority points in addition to a fine of $5,000 per occurrence.

C. Violations of these rules and regulations may also result in ejection of exhibitor from the Exhibition without refund or compensation for damages or expenses incurred in exhibiting at the Exhibition, drop in priority, disqualification from future RIMS events and publications, and/or other such remedies that RIMS determines are necessary and proper to retain the integrity of the Exhibition. Upon due notice of such violation, RIMS shall have the right to take possession of the Exhibitor’s space, remove all persons and properties and hold the Exhibitor accountable for all liability, expenses and damages arising from Exhibitor’s breach/violation of the RIMS 2020 Rules & Regulations Contract.

INSTALLATION AND DISMANTLING: Dates and times are listed in the ESM.

EARLY TEAR-DOWN: Exhibitor shall not initiate tear-down, packing, or abandon exhibit prior to close of Exhibition Hall. In the event exhibitor begins teardown prior to the close of exhibits, the exhibitor will be in non-compliance and be subject to a $1,000 fine and loss of 10 point for future Exhibitions and may be refused the right to exhibit at future RIMS events.

RIMS reserves the right to alter or close any exhibit which does not conform to the rules of this contract or those rules contained in the ESM. No refund shall be given under such circumstances. This action does not constitute the exclusive remedy available to RIMS and RIMS may avail itself of any remedy in law or equity in addition to this action.

SHIPPING: The Exhibitor shall ship, at its own risk and expense, all articles to be exhibited and agrees to conform to the rules for shipping contained in the ESM.

HOUSING: All exhibitors that are not local to Denver MUST utilize Connections Housing, the official RIMS housing company for all hotel reservations. Any exhibitor who does not follow this procedure will be subject to a loss of 40 points.

AFFILIATE EVENTS (HOSPITALITY, KEY HOTEL & CONVENTION CENTER SPACES): No exhibitor or any affiliate thereof may conduct any meeting or event in the host city during show hours that encourages attendees to leave the RIMS Annual Conference & Exhibition. The offering of ANY educational programming that competes with RIMS is strictly prohibited. Violators will have their functions closed.

Only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official RIMS key hotels or convention center facilities. RIMS reserves the right to control activities associated with the Conference & Exhibition, including those sponsored by the exhibitor) during the period of the meeting, whether inside or outside of the convention facilities. Note that events in the Colorado Convention Center cannot begin before (9:30am on Monday May 4, 2020 Exhibitors must inform RIMS of any hospitality/business suites, functions, classes, seminars, or exhibits being held at venues other than the exhibit floor, and must receive express written consent from RIMS for said activities prior to the show. Offsite room hours shall not conflict with posted RIMS exhibit and conference hours. With the sole exception of business/internal meetings, no exhibitor is permitted to schedule or be affiliated with meetings, functions, classes, seminars, exhibits, or hospitality events that compete with the RIMS Annual Conference & Exhibition.
Exhibitors who are found to be in violation of outside activities that violate RIMS rules and regulations will be subject to the loss ALL POINTS. This includes any off site parties during RIMS show hours or during the RIMS Opening Reception.

Hospitality suites and events shall not be open between the hours of 5:00 pm and 8:00 pm on Sunday, May 3, 2020. Exhibitors found to be in violation of this provision will be subject to the loss of all points.

INSURANCE: Each exhibitor carries the responsibility of maintaining adequate insurance coverage against injury to persons, damage to or loss of property, and inability to meet its obligations outlined in this Prospectus. Each exhibitor shall provide to RIMS a certificate of insurance no later than April 30, 2020 indicating:

- The Risk and Insurance Management Society, Inc. (RIMS), Colorado Convention Center (CCC) and FREEMAN must be named as Additional Insureds for all liability coverage and the Certificate of Insurance must state that fact in the Description/Special provisions section of the Certificate of Insurance.
- Commercial General Liability Insurance including Personal Injury Liability and Contractual Liability with limits of liability for bodily injury and property damage of not less than $1,000,000 combined single limit.
- Workers’ Compensation and Employee Liability Insurance, including All Other States Endorsement. The limit of liability under the Employee Liability section of the Workers’ Compensation Insurance policy shall not be less than what is required by the state(s) in which the exhibitor is licensed to do business.
- Business Automobile Liability Insurance should include limits of not less than $1,000,000 for bodily injury and property damage resulting from any one occurrence.

Exhibitors will be solely responsible for any loss or damage to their tools, equipment, property or materials. It is therefore recommended that your company maintain its own insurance for these items and take appropriate action for your protection.


PROHIBITION: The sale of tangible personal property or services subject to Denver sales tax and is prohibited in any RIMS conference areas and hotels.

RIMS strictly prohibits solicitation of business in any public areas occupied by RIMS 2020 Annual Conference & Exhibition, including public areas in RIMS conference hotels. Solicitations are limited to badged individuals within registered booths in the exhibit hall, only.

OUTBOARDING: Exhibitor agrees that in consideration for RIMS holding exhibit space for the 2020 Annual Conference and Exhibition and in recognition of and consideration for the significant investment RIMS makes in attracting attendees to Philadelphia for the Annual Conference and Exhibition, exhibitor will be an official 2020 exhibitor and will refrain from displaying product or exhibiting at any non-RIMS venue between the dates of May 3-6.

If for any reason exhibitor cancels space and outboards in any non-official exhibit venue of RIMS, the exhibitor will lose all of priority points for future RIMS Conferences and will be assessed liquidated damages that are calculated at 100% of the cost of their initial RIMS contract.

PHOTOGRAPHY: Photographs may not be taken of any booth or product other than your own, except by the press or the official photographer designated by RIMS.

VIDEO & “HYBRID EVENTS”: Videotaping and hybrid events (including webcams, webinars, streaming video content) are prohibited inside the exhibit hall unless you have express, written permission from RIMS. In the event that RIMS authorizes videotaping and equipment, videos may not be taken of any booth or product other than your own, except by approved press or the official videographer designated by RIMS.

INTERPRETATION: These rules and regulations, and those contained in the ESM, become part of the agreement between the Exhibitor and RIMS and contain the complete agreement between the parties and supersede any prior understandings, agreements or representations by or between the parties, written or oral, which may be related to the subject matter hereof in any way. This Agreement shall be governed by and construed under the laws of the State of New York. The venue of any action arising out of this Agreement shall be in the State of New York, County of New York.

RIMS reserves the right to address and resolve any matters not specifically covered in these rules and regulations.

ESM = Exhibitor Services Manual
CCC = Colorado Convention Center

Exhibitor Services
Business Center: UPS is offered, also Copies, Brochure Printing and Posters at the Colorado Convention Center. The Business Center is located in the Main Concourse near Lobby F.

Business Hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 1, 2020</td>
<td>8:00am - 6:30pm</td>
</tr>
<tr>
<td>Saturday, May 2, 2020</td>
<td>8:00am - 5:00pm</td>
</tr>
<tr>
<td>Sunday, May 3, 2020</td>
<td>8:00am - 4:00pm</td>
</tr>
<tr>
<td>Monday, May 4, 2020</td>
<td>8:00am - 6:30pm</td>
</tr>
<tr>
<td>Tuesday, May 5, 2020</td>
<td>8:00am - 6:30pm</td>
</tr>
<tr>
<td>Wednesday, May 6, 2020</td>
<td>8:00am - 6:30pm</td>
</tr>
</tbody>
</table>

Coat Check/Baggage Storage – Convention Center by Main Lobby
Coats & Bags – No Charge.

Exhibitor Service Center – Marketplace (back of exhibit floor in Hall C, behind Innovation Hub in booth 1660)
The official contractors’ service center will be in operation during installation, show hours and dismantling. Representatives from each official service contractor will be available to provide assistance.

First Aid Station – Colorado Convention Center, TBD
Services will be available during Conference hours, installation and dismantling.

Food and Beverage
All food and beverage service in the Marketplace Exhibit Hall must be ordered exclusively through the Centerplate. Download the Booth Catering Menu or contact Catering at 303-228-8212.

Lead Tracking
Exhibitors have the option of renting a reader to capture attendee data from the barcode on their badge. Each lead reader comes with follow-up codes or exhibitors can customize their own codes. Post-show, attendees receive the Exhibit Tracker email listing booths they visited along with exhibitor contact information and website (if provided in the directory.) Download the Lead Retrieval Order Form.

Press Room • Colorado Convention Center, TBD
Exhibitors are invited to display press kits, news releases and event invitations in RIMS Press Room. This room is the designated headquarters for all accredited press attending the conference. To take advantage of this service, please deliver your materials to RIMS staff at the door. The Press Room opens Monday, May 4. Please note: The Press Room is open solely to members of the media. Exhibitors and attendees may only enter when accompanied by a member of the press.

RIMS Show Management – Back of Marketplace
Exhibitions & Sponsorship Sales Manager – Matthew Whyte, Mwhyte@RIMS.org
Floor Manager – Kristina Unger, ukunger@comcast.net

Electric, Telephone, Cable TV, Air, Water and Drain.
Complete the Order Form to have service installed in your booth.

Security Services – Allied Universal Event Services
Complete the online order forms.

Internet – Smart Source
Complete the online order forms.
Airlines
RIMS has secured discounted fares through oneworld Airline Discount (www.oneworld.com/events/) Code: OW08A20, Delta (800.328.1111 code: NY33R and United (800.468.7022 agreement code: 330161/ code: ZJFD or online using code: ZJFD330161)

Car Rentals
Avis is offering RIMS 2020 attendees the best Avis rates system-wide. To take advantage of these discounted rates, contact Avis directly at 1-800-331-1600 and reference the Avis Worldwide Discount (AWD) Number E779937 (effective from April 23, 2020 – May 13, 2020).

Parking
There are parking garages and fees at the Colorado Convention Center.

Conference Shuttle Bus
There will be continuous shuttle bus service to and from designated conference hotels and the Colorado Convention Center throughout Conference week. Shuttle buses will run in approximately 15 to 20 minute intervals as follows: Sunday, May 3, 8:00am - 8:00pm; Monday, May 4, 7:00am – 6:00pm; Tuesday, May 5, 7:00am – 6:00pm; Wednesday, May 6, 7:30am – 5:00pm. Bus schedules will be available at official conference hotels, the Colorado Convention Center and RIMS Information Kiosk. To arrange shuttle service for your hospitality event, use the Shuttle Bus Service Order Form

Please note: There will be no evening shuttle bus service, with the exception of Sunday as noted above.

Shuttle service will be provided for badged conference attendees between non-walkable RIMS hotels and the Colorado Convention Center. Schedules and hotel pick up locations will be made available in the Conference Guide, at official Conference hotels and on-site in the RIMS Information Booth.

Shuttle Bus Schedule

Exclusive Exhibitor Events

“Best of Show”
The “Best of Show” evaluation will be conducted on Monday and Tuesday with winners announced on Wednesday in The Conference Daily News (Show Daily.) Exhibitors will be judged based on, but not limited to, the following criteria:

• Strength of corporate identification
• Communication of message
• Overall design & layout
• Presentation of product
• Creative use of space
• Unique traffic builder

Awards will be presented to exhibiting companies, one in each of the following three categories: small exhibitor (1-3 booths), medium exhibitor (4-9 booths) and large exhibitor (10+). Winners will be announced and awards presented on Wednesday, May 6 in the Marketplace Exhibit Hall before closing.
Conference and Exhibit Booth Activities

These events with attendees, offer exhibitors an opportunity to meet customers and prospects in a relaxed, social atmosphere.

**Opening Reception: Love this City!**
Sunday, May 3 • 6:00 pm - 8:00 pm • Empower Field at Mile High
1701 Bryant St, Denver, CO 80204

**Marketplace Social Reception**
Monday, May 4 • 4:00pm to 5:00pm • Marketplace, Colorado Convention Center

**Marketplace Social Luncheon**
Tuesday, May 5 • 12:00pm to 1:15pm • Marketplace, Colorado Convention Center

**Marketplace Social Reception**
Tuesday, May 5 • 4:00pm to 5:00pm • Marketplace, Colorado Convention Center

**Marketplace Social Luncheon: RIMS 2021 Kickoff**
Wednesday, May 6 • 12:00pm to 1:30pm • Marketplace, Colorado Convention Center

RIMS 2021 Kickoff – My Kind of Town

*No other official Conference activities will be scheduled during this event, giving exhibitors exclusive time with attendees.*

**Exhibit Booth Activities**

Special events or activities at your booth can help increase traffic and build awareness about your company and products. There are many ways for your company's booth to stand out in the crowd such as scheduling a visit by one of your company VIP’s, a special guest, or a well-known personality. (Exhibits featuring performers or other entertainment must be large enough to contain the audience within the confines of the exhibit booth, aisles must be kept clear.) RIMS reserves the right to deny approval for, or cancel, any event it deems inappropriate, for any reason. Personnel badges are required for your guest(s). Complete the form *(SEE BELOW)* and submit by deadline. Exhibitors may elect to have their information excluded from the web if preferred.

Conference & Exhibit Booth Activities Schedule

**Events and Raffles**

Events and drawings are an effective and memorable way to increase booth traffic. Exhibitors may perform these activities at their booth provided they notify RIMS. If you plan to conduct a drawing at your booth, please review and complete the Exhibit Booth Activity Form. There is no limit on the value of raffle prizes. However, on any prize valued more than $600, exhibitors will be responsible for the distribution of IRS form 1099 to the raffle winner at the time of notification.

**Music Licensing**

Sorry, the use of any form of live or recorded musical entertainment in the Marketplace Exhibit Hall is prohibited.
Marketplace Exhibit Booth Activities Form

RIMS will post exhibitor activities on the RIMS 2020 website; only fill the form out if you wish to be included.

Marketplace Exhibit Booth Activities: Please describe event, include date and time (please note that all booth activities are subject to RIMS approval.)

*Activity: ____________________________________________________________

*Activity Date: ___________________________  *Activity Time: ___________________________

*Drawing Date: ___________________________  *Drawing Time: ___________________________

*Prize for Drawing: _______________________________________________________

Marketplace Exhibit booth drawings are permitted under the following guidelines:

- Exhibitors must notify RIMS of the items to be used in drawings.
- There is no limit on the value of raffle prizes. However, on any prize valued more than $600, exhibitors will be responsible for the distribution of IRS form 1099 to the raffle winner at the time of notification.
- All drawing activities held during the Conference must be conducted within the confines of the exhibitor's booth during Marketplace Exhibit Hall hours and must not be disruptive to the Exhibit Hall. With RIMS prior consent, exhibitor may conduct drawings on its web site prior to the start of the Conference only.
- Exhibitors are responsible for crowd control – activities MAY NOT block aisles or impede access to neighboring booths. RIMS reserves the right to enforce security measures for your activity at your expense.
- Persons entering the drawing must not risk loss of anything of value, or be obligated to purchase anything in order to win the prize; otherwise the drawing will be considered gambling. Participants cannot be obligated to attend any sales or other type of presentation as a condition for entering the drawing or receiving the prize.
- Drawings must be open to all Conference attendees. The winner must be drawn randomly and chance of winning must be based solely on the number of participants.
- The drawing must be conducted and certified by a responsible member of the exhibitor’s staff. The exhibitor must notify the winner and bear the costs of delivery of the prize to the winner. Prizes must be redeemable for not less than one year after conclusion of Conference.
- RIMS reserves the right to close down any drawing or activity it considers objectionable or disruptive to the overall exhibition.
- RIMS disclaims all responsibility for the actions and/or omissions of the exhibitor in connection with the drawing.
- Many states prescribe criminal penalties for those found to be in violation of its gambling laws. Exhibitors should consult with their legal counsel regarding relevant Florida State and local statutes.
- By the signature of the authorized individual below, the exhibiting company agrees to abide by all of the terms and conditions stated above.

*Activity/Drawing Authorized Signature (required): ____________________________ Date: __________

Contact: __________________________________________________ Contact Title: _____________________________

Company: ____________________________ Booth Number: ______________

Telephone: __________________________ Fax: __________________________ Email: ____________________________

Fax or email completed form to ExhibitorServices@RIMS.org.

Email Questions to ExhibitorServices@RIMS.org or call +1-212-655-6060
Event Information

Exhibitor Booth Staff are entitled to attend RIMS Opening Reception and the Conference Finale. No guest registration or event tickets are available for sale for booth staff.

ECOMPs and Attendees with the appropriate badge are entitled to attend all RIMS events held during RIMS 2020. Guest registration and opening reception tickets are available for purchase.

Opening Reception Event Ticket – USD $150

You don’t have to be registered for the conference to mix and mingle with your industry peers. Each attendee is permitted to purchase up to 5 event tickets for colleagues to access the Opening Party! This ticket includes RIMS shuttle bus transportation between RIMS hotels and the Mile High Stadium. This ticket does not include access to any other RIMS event. Access to Opening Reception is limited to people 21 years of age and older.

Guest Registration – USD $300

A Guest Registration is available for purchase. A guest is defined as a spouse, significant other, family member or friend whose occupation is unrelated to the risk and insurance management profession. A co-worker or associate within the profession is not eligible for guest registration. Guest registration includes RIMS shuttle bus transportation between a RIMS hotel and the Colorado Convention Center, attendance at the Opening Reception, General Session and Conference Finale. Guest registration does not include access to educational sessions, and thus guests are not eligible for continuing education credits, nor does the guest badge permit access to the Marketplace Exhibit Hall. Please note: Guests of attendees will receive different badges from other participants. It is against RIMS policy to register someone in the guest category who does not meet with the aforementioned guest criteria. Access to RIMS events is limited to people 21 years of age and older.

Pre-purchased Guest Registration and Opening Reception Ticket may be picked up by the main registrant at the Badge Pick-Up counter at the main lobby of the Colorado Convention Center Photo-id required.

All sales are final – no refunds for lost or unused badges/tickets.

Housing Information

Exhibitor Hosted Block / Affiliate Event Policies & Guidelines

The RIMS 2020 Annual Conference & Exhibition hotels offer not only premium amenities, discounted rates and the best networking opportunities, but staying within the RIMS room block will help the Society effectively control exhibition, attrition and penalty fees, all which directly benefit RIMS Exhibitors.

Room Block Guidelines

All companies exhibiting at the Conference are required to book housing for their registered representatives though Connections Housing, RIMS’ official housing bureau. Any exhibitor who does not follow these procedures will be subject to a loss of priority points, as per RIMS 2020 Exhibitor Rules & Regulations Contract.

Here are the links to submit your request:

- Blocking Site
- Blocking Site Instructions
- RIMS Affiliate Event Guidelines
- RIMS 2020 Conference Hotels
- Hotel Map
BUYER BEWARE! Connections Housing, Inc. is the only housing company authorized by RIMS to provide housing services to conference participants. Please do not conduct business with any other travel or housing company claiming to represent RIMS. Should you happen to receive communication from any outside company, please forward their contact information to Blanca Ferreris, RIMS Senior Business Events Manager via email bferreris@RIMS.org.

Hotel room assignments are made on a first-come, first-served basis based on availability and are not dependent upon where affiliate event space/suites will be assigned. Hosted blocks will be confirmed under the company name until April 20, 2020. Please note, requests for Affiliate event space and suites will be assigned based on Priority Points.

Attrition Policy

Until January 30, 2020, the Group requesting the housing block may release up to 10% of the Total Room Nights booked without penalty. Should the actual rooms utilized (i.e., Total Room Nights utilized to include no shows and cancellations) be less than 90% of the Total Room Nights initially reserved, the Group agrees to pay RIMS for the number of Sleeping Rooms not utilized up to 90% of the Total Room Nights booked.

Example: Group contracts 100 room nights, 10% allowance for release
90 room nights - Guaranteed
80 room nights - Actually Utilized
10 room nights - Variance

10 room nights (x) cost of room, inclusive of tax and occupancy charges, is the dollar amount due and payable to RIMS within thirty (30) days of the conclusion of the Conference.

Affiliate event policies and guidelines will be accepted electronically when you request your housing block starting Thursday, October 1, 2019 at 2:00pm EDT. Also, we will not assign/confirm room blocks if your company has an outstanding balance due to RIMS.

All block cancellations must be made in writing and sent via email or fax to RIMS Housing, c/o Connections Housing, 950 Scales Road, Bldg. 200, Suwanee, GA 30024; Email: RIMS@connectionshousing.com, or via Fax: 404-601-7442.

The deadline for cancellations up to 10% (as specified above) is January 30, 2020. After this date, you will be held responsible for 90% of the total room nights initially requested.

Any negative variance between actualized and 90% of your rooms requested will be due and payable to RIMS within forty-five (45) days of the conclusion of the conference. In the event the participating company cancels their entire room block, attrition penalties of room and tax per night for 90% of the entire block cancelled will be due and payable to RIMS within forty-five (45) days of the cancellation. This will be strictly enforced.

Exhibitor Registration

All exhibitors must be registered for the Conference. Please be advised that we will be conducting an audit of exhibitor room block usage at RIMS 2020. If it is determined that exhibitor rooms were provided to clients, then we will decrease those exhibitors’ room block accordingly for RIMS 2020. In addition, any room blocked for any individual who is not registered as an ECOMP or Exhibitor Personnel will be subject to a $100.00 fee per room night. If you receive an invoice, and you have cancelled the reservations, you will need to provide a cancellation number from Connections Housing or the Hotel.

Early bird registration fees will be in place through February 14, 2020 for attendees and exhibitors are encouraged to order booth badges prior to this date, as all fees will increase after this date.
Violations will result in points being deducted from a company’s total score.

<table>
<thead>
<tr>
<th>Rule Violation</th>
<th>Points Deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Going outside the room block</td>
<td>-40</td>
</tr>
<tr>
<td>Badge Swap</td>
<td>-10</td>
</tr>
<tr>
<td>Booth Violation</td>
<td>-10</td>
</tr>
<tr>
<td>Violation of Mailing List Agreement</td>
<td>-20</td>
</tr>
<tr>
<td>Branding Violation</td>
<td>-40</td>
</tr>
<tr>
<td>Hosting competing off site events</td>
<td>ALL POINTS</td>
</tr>
<tr>
<td>Cancelling Advertisements</td>
<td>-5</td>
</tr>
</tbody>
</table>

**Co-Headquarter Hotels / Entitlement Rooms**

The Hyatt Regency Convention Center Hotel and Sheraton Hotel are the key/hospitality hotels for RIMS 2020 and will serve as the location of many key RIMS functions and conference hospitality suites.

RIMS will allow companies to request "Entitlement Rooms" at the Key Hotels for company VIPs, executive staff, etc. These rooms are not complimentary and will be billed to each company at the confirmed conference rate. **Rooms entitled at Key Hotels are guaranteed to be available through October 18.** Requests received after this date will be processed based on availability. The total number of entitlement rooms that can be requested will be based on booth size. Please refer to the chart below to determine how many rooms a company is allowed to request. Please note there is no guarantee that all rooms will be accommodated in one hotel, but we will try our best to meet your needs. Suites reserved at key hotels will be counted towards your room block commitment.

<table>
<thead>
<tr>
<th>Booth Size</th>
<th>Total Number of Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 x 10</td>
<td>1</td>
</tr>
<tr>
<td>10 x 20</td>
<td>2</td>
</tr>
<tr>
<td>10 x 30</td>
<td>3</td>
</tr>
<tr>
<td>10 x 40 or 20 x 20</td>
<td>4</td>
</tr>
<tr>
<td>20 x 30</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Booth Size</th>
<th>Total Number of Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 x 40</td>
<td>6</td>
</tr>
<tr>
<td>20 x 50</td>
<td>7</td>
</tr>
<tr>
<td>20 x 60</td>
<td>8</td>
</tr>
<tr>
<td>20 x 70</td>
<td>9</td>
</tr>
<tr>
<td>20 x 80</td>
<td>10</td>
</tr>
</tbody>
</table>

Please note: The following hotels require a three (3) night minimum stay:
- AC Hotel
- Aloft Hotel
- Hyatt Regency Convention Center
- Le Méridien
- Hilton Garden Inn Downtown

**Housing Deadlines:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel map and instructions link for submitting hosted block requests will be sent to person listed as the booth contact by</td>
<td>October 1, 2019</td>
</tr>
<tr>
<td>RIMS 2019 Housing opens and electronic acceptance of Hosted Block online submissions (hotel rooms only)</td>
<td>October 3, 2019 at 2pm (EDT)</td>
</tr>
<tr>
<td>Rooms entitled at Headquarter Hotels are guaranteed to be available through</td>
<td>October 18, 2019</td>
</tr>
<tr>
<td>Confirmation of Hosted Block and Hospitality assignments received on October 3rd will be sent via email</td>
<td>November 1, 2019</td>
</tr>
<tr>
<td>Confirmation of Hosted Block assignments received after October 3rd</td>
<td>November 7th and later</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Last Day to reduce room blocks by 10% without penalty</td>
<td>January 30, 2020</td>
</tr>
<tr>
<td>Rooming list due to Connections Housing</td>
<td>February 7, 2020</td>
</tr>
<tr>
<td>Last date Hosted Block Forms accepted</td>
<td>April 20, 2020</td>
</tr>
<tr>
<td>(rooming list must be included)</td>
<td></td>
</tr>
<tr>
<td>Rooming list changes will be conducted through Connections Housing until</td>
<td>April 20, 2020</td>
</tr>
<tr>
<td>Connections Housing staff onsite in convention center</td>
<td>May 2 – May 6, 2020</td>
</tr>
</tbody>
</table>

**Affiliate Event(s)/Official Hours**

Affiliate events at the RIMS Annual Conference & Exhibition provide an ideal forum for networking with clients and prospects in a setting that is unique to the host.

Please note, affiliate events on Sunday, May 3rd, must end at 5:00pm and/or cannot start until 8:00pm due to RIMS opening reception. No functions are to take place prior to 10:00am on Monday, May 4th due to RIMS General Session and breakfast functions throughout the rest of the week must conclude promptly at 8:30am. Exhibitors found to be in violation of this schedule will be subject to the loss of two seniority points per incident.

At RIMS, the term "affiliate event" encompasses every type of function including a large party for hundreds of guests, a VIP suite for your organization's executives, a small private reception, or an off-site event.

There are many details involved in arranging affiliate events. To request information, or if you have specific questions, please contact Blanca Ferreris, RIMS Senior Business Events Manager at bferreris@RIMS.org.

The RIMS 2020 Affiliate Event Guidelines Form is due upon submission of a hospitality request.

**Affiliate Events Non-Compliance Policy**

No exhibitor or any affiliate thereof may conduct any meeting or event during show hours that encourages attendees to leave the conference. The offering of any educational programming that competes with RIMS is strictly prohibited and violators will have their functions closed.

RIMS reserves the right to control activities associated with the Conference & Exhibition, including those sponsored by an exhibitor whether inside or outside the convention facilities.

Exhibitors must inform RIMS of any hospitality/business suites, functions, classes, seminars or exhibits being held at venues other than the exhibit floor and must receive express written consent from RIMS for said activities prior to the show. Offsite room hours shall not conflict with posted RIMS exhibit and conference hours. With the sole exception of business/internal meetings, no exhibitor is permitted to schedule or be affiliated with meetings, functions, classes, seminars, exhibits or hospitality events that compete with the RIMS Conference. Exhibitors who are found to be in violation of outside activities, that violate RIMS rules and regulations, will be subject to the loss of priority points.

Affiliate events are allowed one pull-up banner, or a 22 x 28 sign posted at the entrance to an event to help individuals find the activity. Decorations and/or collateral materials are not allowed to be placed in any area of the hotel. One registration desk (6 ft. skirted table) outside the meeting/function room is allowed, if needed. Public spaces, including hallways, hotel/elevator lobbies are not available for company branding. Please note, RIMS neither approves nor authorizes the building of any type of structure outside the meeting room/function area.

In addition, non-compliance with the RIMS Affiliate Event Regulations for two (2) consecutive years will result in the company's future affiliate event requests being assigned last and/or may result in the forfeiture of the company's priority selection for exhibit space.

Non-payment of the fine(s) will result in the forfeiture of hospitality space and exhibit space for the upcoming year.
Thank you for your partnership!

**AFFILIATE EVENT GUIDELINES**

**Hotel Suites and Meeting Rooms**

To reserve a function/meeting room or suite at a co-headquarter Hotel, please complete the appropriate Affiliate Event Request Form. All function space/suites will be assigned using RIMS Affiliate Events Assignment Criteria.

Affiliates are required to close their affiliate events and meeting rooms from

- 7:30am – 5:30pm on Monday, May 4th;
- 8:30am - 5:30pm on Tuesday, May 5th through Wednesday, May 6th

This applies to breakfast functions, or other group meetings involving conference attendees. In addition, Affiliates are asked to not conduct any group events during show hours that would encourage attendees away from the exhibition or conference activities. This includes any off-site group events.

We encourage all Affiliates to conclude all hospitality and events by 10:30pm. Please note the following:

- Affiliates are not allowed to hold any type of event that conflicts with RIMS official events (exhibition, reception, luncheons, sessions, etc.).
- Affiliate events on Sunday, May 3rd must end at 5:00pm and/or cannot start until 8:00pm due to the RIMS Opening Reception.
- No breakfast functions are to be held on Monday, May 4th, due to RIMS Opening Session.
- Breakfast functions that take place throughout the rest of the week must conclude promptly at 8:30am.
- Affiliate events are allowed one pull-up banner, or a 22 x 28 sign posted at the entrance to an event to help individuals find the activity. All signage must include the tagline Proud Supporter of RIMS®.
- Decorations and/or collateral materials are not allowed to be placed in any area of the hotel.
- One registration desk (6 ft. skirted table) outside the meeting/function room is allowed, if needed.
- Public spaces, including hallways, hotel/elevator lobbies are not available for company branding. Sponsorship opportunities are available. Please contact Matt Whyte, RIMS Exhibition & Sponsorship Manager, at mwhyte@RIMS.org for more information.
- Note: RIMS neither approves nor authorizes the building of, any type of structure outside meeting room/function area.

RIMS reserves the right to close any suite, meeting room, or public room or decline to make rooms or suites available at future RIMS Conferences, if an organization does not comply with the spirit of these guidelines.

**Failure to comply with these regulations may be subject to both a loss of priority points, as outlined in the Exhibitor Rules & Regulations, and fined $5,000 per incident.**

**Care of Premises**

Exhibitor will be responsible for any damage done to the venue by them, their employees or agents. Material may not be posted, taped, nailed, screwed or otherwise affixed to walls, doors, woodwork or floors or any horizontal or vertical surface within the hotel. Stickers, helium balloons and gas tanks are prohibited.

**Meetings with Individual Clients**

Exhibitors are expected to have clients register for the RIMS 2020 Annual Conference & Exhibition and schedule their meetings in ways to allow maximum participation in the conference.

RIMS will assist exhibitors in achieving their business development goals. The guidelines on group meetings do not apply to meetings coordinated with RIMS and held in the Client Meeting Rooms located in the Exhibit Hall or in convention center rooms open only to registered attendees. These activities need to be coordinated so they achieve your goals without negatively affecting conference sessions. Please email exhibitorservices@RIMS.org to reserve client meeting rooms or convention center space for such meetings.

**Promotional Activity**
Exhibitors are asked to promote their activities in a tasteful and professional manner. Distributing promotional literature outside the confines of your booth (i.e., RIMS hotel rooms, public areas of hotels or the convention center) is not permitted. Sponsorship opportunities are available. Please contact Matt Wythe at mwhyte@RIMS.org for more information.

Formal invitations are not to use the Society’s official registered logo. Invitations may use the Conference logo or RIMS® 2020. A downloadable version of the Conference logo can be found on the RIMS website.

Liquor Liability Insurance

Each exhibitor must secure Host Liquor Liability (HLL) coverage, endorsed to include RIMS as an additional insured. Such policy will be primary to insurance maintained by RIMS. Upon request, exhibitor agrees to provide RIMS with a certificate of insurance indicating HLL coverage.

Additional Information

For additional information or assistance, please contact Blanca Ferreris, RIMS, Senior Manager, Meetings & Events at bferrieris@RIMS.org.

Official Exhibitor Rules & Regulations supersede Affiliate Event Guidelines.

RIMS reserves the right to alter these rules, regulations and guidelines as deemed necessary.

Registration Badge Information

**Badge Policy - Rules and Regulations**

All badges are printed on site at the Badge Pick-Up counter located at the Lobby F, CCC of the Colorado Convention Center. **Government issued photo-id is required to pick-up badges.**

For reasons of security and your company’s brand protection, all booth personnel registering onsite will require a business card with the exhibiting company name.

Marketplace Exhibit Hall admittance is restricted to exhibitor personnel and registered attendees. Individuals under the age of 21 are not permitted access to the Marketplace Exhibit Hall at any time. Guest program registrants may not be admitted into the Marketplace Exhibit Hall without a Conference badge.

By registering your exhibit staff, you have read and accept RIMS Exhibitor Registration Policies & Procedures and agree to distribute to exhibiting company staff.

**The Following Badge Rules Apply to All Exhibitor Personnel:**

- Exhibiting companies will be held accountable for the conduct of each representative. Thus, if one or more representative does not comply with the badge policy rules, your company will lose its current priority standing for space selection and will not be permitted to relocate during the space relocation process. Exceptions will not be made.

- RIMS exhibitor personnel badges must be worn at all times by exhibitor personnel during Marketplace Exhibit Hall hours.

- All badges represent an admission contract between the badge holder and RIMS.

- False certification of any individual as an exhibitor’s representative, misuse of exhibitor’s badges or any other method or device used to assist unauthorized personnel to gain admittance into the Marketplace Exhibit Hall will be cause for exhibitor to lose one seniority point for space selection and his or her representatives will be removed from the Marketplace Exhibit Hall.

- Badge switching or the transfer of a badge to an unauthorized individual is a violation of this contract and will be subject to confiscation of the badge and removal of the individual from the Marketplace Exhibit Hall.

- Proof of employment (company security card, business card, etc.) with an exhibiting company is required to obtain an exhibitor badge on site.
• ECOMPs and Booth Personnel badges must read the exhibiting company name, if a different company name is requested, the main contact of the exhibiting company must complete a **Subsidiary Listing Form** and is subject to a $1,500 fee.

• Badge are not to be defaced by inserting business cards.

• Stick-on novelty items are not permitted to be affixed to the personnel badges.

• Badge will only be released to the person whose name appears on the badge.

• Proper identification is required (driver’s license, credit card or passport). Business cards are not acceptable.

**Exhibitor Badge Non-Compliance Policy**

• Non-compliance with RIMS’ Badge Policies, as stated in the RIMS Exhibitor Services Manual, will result in the exhibiting company being fined $1,000 for each occurrence, and the loss of seniority points.

• Non-payment of the fine(s) will result in the forfeiture of exhibit space for the upcoming year.

**Badge Allotment**

Each exhibiting company is entitled to three booth personnel badges and one (ECOMP) Exhibitor Complimentary Full Conference Registration for every 10x10 booth space.

Booth Personnel Badges and ECOMP allotment are according to the total size of the booth. The ECOMP badge must be assigned to exhibitor staff and may not be assigned to a client.

<table>
<thead>
<tr>
<th>Booth Space Size</th>
<th>ECOMP (Complimentary Registration)</th>
<th>Booth Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ inline</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>10’ x 20’ inline</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>10’ x 30’ inline</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>10’ x 40’ inline</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>20’ x 20’ island</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>20’ x 30’ island</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>20’ x 40’ island</td>
<td>8</td>
<td>24</td>
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<td>20’ x 50’ island</td>
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<td>20’ x 60’ island</td>
<td>12</td>
<td>36</td>
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<tr>
<td>20’ x 70’ island</td>
<td>14</td>
<td>42</td>
</tr>
<tr>
<td>20’ x 80’ island</td>
<td>16</td>
<td>48</td>
</tr>
</tbody>
</table>

**Badge Entitlements and Event Ticket Information**

**ECOMPs Entitlements**

ECOMPs must be assigned to exhibiting company staff and may not be assigned to a client.

ECOMPs are considered full conference registrants and are eligible to attend sessions, food functions, keynote sessions, networking events and access the Marketplace Exhibit Hall. Tickets are not needed to attend any of these events. Black badges are required for admission to all events.

**Booth Personnel Entitlements**

Booth Personnel badges can access the Marketplace Exhibit Hall to staff booth, attend the Opening Reception, Marketplace Exhibit Hall Networking Events and the Conference Finale (badge is required). Booth Personnel badges and are not eligible to attend sessions, General Session, Award Luncheon and Opening Keynote.

ECOMPs and Booth Personnel badges must read the exhibiting company name, or an approved exhibiting subsidiary company name. If a different company name is requested, the main contact of the exhibiting company must approve and is subject to a $1,500 **Subsidiary Listing** fee.

**Changes and Substitutions**

Booth personnel badges may be modified online at any time, including onsite throughout the Conference. Substitutions process online are at no charge through May 1, 2020; US$50 substitution fee applies after May 1, 2020. Substitution request through phone, fax and email will incur an additional processing fee of US $50 per badge.
To edit/substitute your booth personnel, simply access the Booth Personnel Registration in the registration console and access the Exhibitor Registration Roster > click on Update or Delete icon next to the name of the registrant. Please note: no substitutions can be made on badges that have already been printed.

ECOMPs can be added and substituted without a fee through the online registration process through May 1, 2020. Any ECOMP transaction and substitution request through fax, phone and email will incur a US $50 processing fee per badge (please refer to the registration rates listed at (www.RIMS.org/ExReg). After May 1, 2020, all onsite fee applies and will be charged a US$150 to add or substitute ECOMP(s)

To substitute an ECOMP, simply access the Booth Personnel Registration tab in the registration console and access the Exhibitor Registration Roster. You must delete the original ECOMP name and add the substituting ECOMP as a new registration.

If you need assistance, email RIMS_Registration@goeshow.com or call +1-847-620-4473 or toll-free +1-866-538-3858

**Registration Deadline May 01, 2020 with no additional fees**

There will be no refunds for unused badges or onsite purchases.

**Promotional Opportunities**

**Sponsorship Opportunities**

As a sponsor, you have a unique opportunity to amplify your presence to a targeted audience, be part of the RIMS family, As well as customize your support for one or several sponsorship items you wish to secure. Accommodating your particular needs is paramount to our mutual benefit! Get increased visibility for your company, products and services through [RIMS 2020 Sponsorship Opportunities](#). Make this a part of your marketing strategy and reach thousands of risk management decision makers with a variety of products to suit your budget. Deadlines apply. For information on available sponsorships, please contact Matthew Whyte at [212.655.6052](#) or MWhyte@RIMS.org. There are new opportunities available for sponsorship at RIMS 2020 don't wait!

**Client Meeting Rooms**

Close deals behind closed doors! Client Meeting Rooms are being offered again to exhibitors only at RIMS 2020. They offer exhibitors a chance to break away from the active networking taking place on the busy show floor, catch a breath and get down to business - face to face and in a quiet setting! For $3,500 additional, these rooms are available to you for the duration of the show. They are hard-walled and have their own lockable door. In this price, RIMS will also provide carpet, electricity, a company ID sign and more. RIMS will provide you with three reusable Marketplace Exhibit Hall only badges for meetings with clients that are not registered for the Conference. Don't wait to secure your private meeting room! Space is limited. All rooms will be located adjacent to the 100 aisle in the Marketplace Exhibit Hall. An 8' back drape will 'hide' this area to ensure privacy. To reserve your room, complete the [Client Meeting Room Order Form](#).

**Marketplace Exhibit Hall Roundup E-mail**

Don't miss this unique opportunity to get into the inbox of RIMS 2020 attendees! RIMS is offering an opportunity to submit a 65-word description and photo/logo of the product. RIMS will send the email approximately two weeks before the show to all registered attendees with the participating exhibitors ‘ads.’ Placement is first-come, first-served. Complete the [order form](#) and submit to ExhibitorServices@RIMS.org

**Online Exhibit Directory Listing and Product Classification**

Exhibitors are entitled to a free listing in the Online Exhibit Directory along with four free product classifications (additional classifications available for a fee.) Information supplied for the directory will also be linked to the [Virtual Marketplace](#) Exhibit Hall, which is available to all visitors to the RIMS web site as well as the Cyber Station located in the Marketplace Exhibit Hall. The link to the online directory is emailed to all Conference attendees and includes an itinerary builder for attendees to schedule their time in the Marketplace Exhibit Hall. Complete your submission at [Exhibitor Service Center](#) to update your exhibitor profile.

With more than 400 companies displaying the latest in innovation and technology, our attendees refer to the Online Exhibit Directory to plan time spent in the Marketplace Exhibit Hall. The directory has a life well beyond Conference week, serving as a year-round reference tool for Conference attendees.
Digital Publications Display
Reach thousands of risk management professionals at RIMS 2020 by displaying your industry-related publications online. The RIMS 2020 online publication display is made up exclusively of industry magazines, journals, white papers and relevant newspapers. This is an effective and trackable option that connects your publication with the appropriate audience.

Attendees will receive announcements about the online publication display before and during the conference. Publications will also be available on the RIMS 2020 mobile app (Company and/or products and services promotional materials are NOT permitted).

Risk Management Magazine
Target the large corporate insurance customers who read Risk Management Magazine. Build awareness and credibility for your brand, pre-sell your services efficiently and effectively, and shorten your sales cycle by advertising in Risk Management Magazine, the magazine of the Risk and Insurance Management Society, Inc. (RIMS). For Advertising Opportunities that will raise your profile among the RIMS membership, please contact:

Ted Donovan,
Senior Account Manager
Tel: 212.655.5917
todonovan@RIMS.org

Show Daily Advertising
The RIMS Show Daily will be an easily-accessible digital publication distributed to conference attendees and the risk community at large via multiple delivery formats. Please complete your order form and submit to todonovan@RIMS.org

Virtual Marketplace
The Virtual Marketplace Exhibit Hall is directly linked to the Online Exhibit Directory. This listing will help promote your company’s presence in the hall by inviting Virtual Marketplace Exhibit Hall visitors to your company’s web site. Don’t be left out! To participate, you must complete your Online Exhibit Directory information on the ‘Exhibitor Service Center’ web page. The Virtual Marketplace Exhibit Hall is located at Virtual Marketplace.
Private Client Meeting Rooms

Close Deals Behind Closed Doors at RIMS 2020!

Get down to business in RIMS Client Meeting Rooms
➢ Hold private meetings away from your booth
➢ Negotiate critical deals in a quiet space
➢ Conduct demonstrations and showcase products and services privately right in the exhibit hall
➢ Cut down on travel time between client meetings
➢ Catering available

Your Lockable Hard-Walled Space Will Include:
➢ 10' x 15' black hard wall area (with lockable door)
➢ 3 Marketplace Exhibit Hall Only badges to allow non-registered clients access to your meeting room
➢ 500-watt electrical outlet with quad box (exhibitor is responsible for usage costs)
➢ Tuxedo carpeting
➢ One (1)22” x 28” custom graphic identification sign (company logo eps/vector file high res file. Artwork due on Friday, March 8, 2020)
➢ One (1) 6’ black skirted table
➢ Six (6) standard chairs
➢ One (1) wastebasket

☐ Hard Wall Package quantity = _____ @ $3,500 = $________ TOTAL

Contact: ________________________________________ Title: _________________________________________
Company: ____________________________ Room Number: ____________________________
Phone: ____________________________ Fax: ____________________________
E-Mail: ____________________________ Date: ____________________________

Enclosed a check made payable in US funds drawn on a US bank to Risk and Insurance Management Society, Inc. (RIMS, Inc.)

<table>
<thead>
<tr>
<th>Credit Cards Payments</th>
<th>Check Payments Regular Mail</th>
<th>Check Payments via Express Mail</th>
</tr>
</thead>
</table>

Charge my credit card: ☐ Amex ☐ MasterCard ☐ Visa
*Cancellation Policy: All sales final

Credit Card Acct. #: ____________________________ Exp. Date: _______________ CVV Code: __________
Cardholder (Print Name): ____________________________
Signature: ____________________________ Date: ____________________________

Fax or email completed form to +1-212-655-7413 or ExhibitorServices@RIMS.org.

RIMS, Inc., 1407 Broadway – 29th FL, New York, NY 10018

Deadline for Submission Friday, March 27, 2020
Our promotional opportunities are a great investment that will allow you to extend brand exposure, heighten mind-share and expand awareness of your company’s participation in the show. Our unique programs offer something for every budget and every marketing goal.

**About the E-mail Roundup**
Don’t miss this unique opportunity to get into the inbox of RIMS 2020 attendees! RIMS is offering an opportunity to submit a 65-word description and photo/logo of your product. RIMS will send an email approximately two weeks before the conference to all pre-registered attendees (est. 3800) with the participating exhibitors ‘ads.’ **This opportunity is limited to TWELVE (12) exhibitors.** Placement is first-come, first-served.

**Investment:** $650

**LIAISON TO RIMS**
The individual who will work with RIMS on any marketing or logistic activities will be (please complete):

Name: _________________________________________________________________________________________
Exhibiting Company: ______________________________________________________________________________
Address: _______________________________________________________________________________________
City, State, ZIP: _________________________________________________________________________________
Tel: ________________________________ Fax: ________________________________
Email: _______________________________________________________________________________________

**Payment Method:** Amount to Charge: $ 650

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<thead>
<tr>
<th>VISA</th>
<th>AMEX</th>
<th>MC</th>
<th>Check/Invoice Me</th>
</tr>
</thead>
</table>

Credit Card Number: ___________________________________________________________________________ Exp. Date: ________________
Cardholder (Print Name): _______________________________________________________________________
Authorized Signature: _______________________________________________________________________

Exhibitor preview copy and logos are due to RIMS no later than Friday, March 27, 2020. Please send your copy (65-word maximum) and logo to: MWhyte@RIMS.org

Contact Matthew Whyte at MWhyte@RIMS.org or +1-212-655-6052 with any questions.

Fax or email completed form to +1-917-229-1682 or ExhibitorServices@RIMS.org.
Adding Subsidiary Company Listing Order Form

Name badge for ECOMPs and booth personnel must display the exhibiting company’s name. An exhibiting company’s subsidiary’s name may be displayed conditional to the advance completion of the Subsidiary Listing form and submission of a US$1,500 per company fee.

☐ Exhibitors Requesting Subsidiary, Profit Center or Parent Company. Exhibiting Company is entitled to list up to three additional companies and up to four product classifications for each company ($1,500 each additional company name). Additional product classification incurs a fee of $35 each. - Individual listing on Exhibitor List
  - “Individual listing in Exhibitor Directory in printed Conference Guide handed out on show site
  - 7” x 44” sign identifying your company’s name and booth number (inline booths only)
  - Approval for company branding in the booth
  - Approval of Subsidiary Company name on the booth staff registration name badge

Once the order has been processed a notification will be sent to complete the company online profile and select the product classifications.

Exhibiting Company Name: ______________________________________________ Booth Number: ___________
Additional Company Name 1: ______________________________________________
  ☐ Subsidiary ☐ Profit Center ☐ Sister Company ☐ Parent
  Company Contact Name: ______________________________________ Email: _______________________
  Address: ______________________________________________________________________________________
Additional Company Name 2: ______________________________________________
  ☐ Subsidiary ☐ Profit Center ☐ Sister Company ☐ Parent
  Company Contact Name: ______________________________________ Email: _______________________
  Address: ______________________________________________________________________________________
Additional Company Name 3: ______________________________________________
  ☐ Subsidiary ☐ Profit Center ☐ Sister Company ☐ Parent
  Company Contact Name: ______________________________________ Email: _______________________
  Address: ______________________________________________________________________________________

☐ Amex ☐ MasterCard ☐ Visa Credit Card Acct. #__________________________ Securly Code: ______________
  Exp. Date: ___________________________
  Cardholder (Print Name): ____________________________________________
  Cardholder Signature: ____________________________

☐ Payment by check made payable in US funds drawn on a US bank to:
Risk and Insurance Management Society, Inc., P. O. Box 95000-2345 Philadelphia, PA 19195-2345

Submit completed form to ExhibitorServices@RIMS.org.
Email Questions to ExhibitorServices@RIMS.org
<table>
<thead>
<tr>
<th>Categories</th>
<th>Badge/Registration</th>
<th>Administrative Fees</th>
<th>Opening Reception &amp; General Session Closing Finale</th>
<th>Session/Lunch on Eligibility</th>
<th>Staff Booth &amp; Off Hour Marketplace Exhibit Hall Admittance</th>
</tr>
</thead>
</table>
| **Attendee Conference Registration**           | Registration may be purchased. Fees apply. Refer to Conference Program or on web http://www.RIMS.org/Register.  
Attendee Member Registration opens November 12, 2019  
Attendee Registration opens December 3, 2019 | Refer to registration form in Conference Program or on Web http://www.rims.org/Register.  
Lost/Reprinted Badge: $100 non-refundable fee | Opening Reception & General Session  
Full Conference & Monday Registrants  
Conference Finale  
Full Conference & Wednesday Registrants  
May purchase an Opening Reception ticket or a Guest Registration to bring a guest to attend Opening Reception, General Session Keynote and Conference Finale during the online registration process or also available through the Attendee Resource Center at www.RIMS.org/AttendeeCenter. | Eligible for day(s) or registration category*  
Seating for sessions will be on a first-come, first-served basis | Exhibiting company Attendee may staff booth – must obtain an Exhibitor Ribbon from Exhibitor Help Desk |
| **Exhibitor Complimentary Full Conference Registration (ECOMPS)** | Each company is entitled to one full conference registration per 10x10 booth.  
Must be assigned to exhibiting company staff.  
Exhibitor Registration opens November 28, 2019 | ECOMP registration and ECOMP substitution submitted after May 01, 2020 is subject to U$150 fee per badge.  
Onsite fee begins 5/02/20  
A $50 service charge per badge will be added for all registration requests by phone, email and fax  
Lost/Reprinted Badge: $100 non-refundable fee | Opening Reception, General Session & Conference Finale  
May purchase an Opening Reception ticket or a Guest Registration to bring a guest to attend Opening Reception, General Session Keynote and Conference Finale during the online registration process or also available through the Attendee Resource Center at www.RIMS.org/AttendeeCenter. | Eligible*  
Seating for sessions will be on a first-come, first-served basis | Yes |
| **Booth Personnel Badges**                    | Allotted  
Each company is entitled to three Booth Personnel badges per 10 x 10 booth  
Additional Personnel See Administrative Fees  
Exhibitor Registration opens December 3, 2019 | No fees will be charged for booth personnel assignment and substitution if processed online during the early/advance and regular rate until 5/01/20.  
A $50 service charge per badge will be added for all registration requests by phone, email and fax.  
Additional Booth Personnel: US$250 by 5/1/20  
US$300 per badge beginning 5/02/20  
Onsite fee applies for all substitutions and assignment of badges allotment, see exhibitor registration rates at www.RIMS.org/ExReg.  
Lost/Reprinted Badge: US$100 non-refundable fee | Opening Reception, Exhibit Hall Networking Events and Conference Finale  
No guest event tickets available for purchase. | Not eligible  
Lunches available during Marketplace Exhibit Hall Networking Events only. | Yes |
| **Speakers**                                  | All Speakers must be registered for Speaker Full Conference.  
Register in the Speaker Service Center at www.RIMS.org/SSC. | DISCOUNTED REGISTRATION:  
Speaker Full Conference Fee for US $500 for both RIMS members or non-member.  
Speaker 1-day (250) only on day your speaking  
Lost/Reprinted Badge: US$100 non-refundable fee | Full Access to all events.  
May purchase a Guest Registration to bring a guest for US$300 to attend Opening Reception, General Session Keynote and Conference Finale | Full access to the entire conference. | May obtain an Exhibitor Ribbon from Exhibitor Registration Desk |
| **Temporary Badges**                          | Valid only during installation and dismantling Thursday, April 30 – Sunday, May 3 8am – 5pm and Monday, May 4 8am – 10am. Temporary badges must be obtained for any company employees and Exhibitor Appointed Contractors. Temporary badges will be distributed by Security at the entrance to the Marketplace Exhibit Hall on Friday through Sunday. | | | | |