



RIMS2022

**RISKWORLD**

ANNUAL CONFERENCE & EXHIBITION  
APRIL 10-13 | SAN FRANCISCO

## 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 **(Thursday, March 31, 2022)** 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](mailto: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](mailto:ExhibitorServices@RIMS.org)**  
RIMS, Inc., Operations, 228 Park Ave S PMB 23312 New York, NY 10003-1502

**Deadline for Submission Thursday, March 31, 2022**