

Dear RIMS RISKWORLD 2022 Exhibitor,

Thank you again for your support at the upcoming RIMS RISKWORLD 2022! We look forward to partnering with you on another great event in San Francisco.

To assist you in your preparations, we are providing you with a comprehensive exhibitor services manual. The RIMS RISKWORLD 2022 Exhibitor Services Manual is a detailed and critical resource designed to assist you with all 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 RISKWORLD 2022 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 RISKWORLD 2022](#). We appreciate all 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
Senior Exhibitions & Sponsorship Sales Manager
+1 212-655-6052
mwhyte@rims.org

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Preview the [RIMS RISKWORLD 2022 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 SAVOR, the exclusive Food & Beverage provider of the Moscone 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 RISKWORLD 2022, 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

Exhibitor Registration	Advance Rate 2/18/22	Regular Rate 2/19/22 – 4/08/22	Onsite Rate 4/09/22 – 4/13/22
Online Rates			
Booth Personnel within allotment	\$ -	\$ -	\$ 75.00
Booth Personnel Additional Badge [over allotment]	\$ -	\$ 250.00	\$ 300.00
ECOMP Assignment	\$ -	\$ -	\$ 150.00
Fax / Email / Phone Rates			
Booth Personnel within allotment	\$ 50.00	\$ 50.00	\$ 75.00
Additional Options (all non-refundable)			
Guest Registration (available for ECOMPs only, Limit 1)	\$ 300.00		
Opening Reception Ticket (available for ECOMPs only, Limit 5)	\$ 150.00		
CE/CPE Accreditation for RIMS members (ECOMPs only)	\$ 149.00		
CE/CPE Accreditation for non-members (ECOMPs only)	\$ 199.00		
Lost/Reprinted Badge	N/A	N/A	\$ 250

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 RISKWORLD 2022. 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 \$149, Non-Member: US \$199.

Exhibitor's Deadline Checklist

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

Items:	Deadline\ Schedule
Sponsorship Opportunities RIMS RISKWORLD 2022 Prospectus	Ongoing
Hosted Block Housing (Exhibitors) / Hospitality Guidelines	October 5, 2021 - on going
Confirmation of Hosted Block and Hospitality assignments	October 12, 2021 - ongoing
Booth Cancellation with Full Refund	September 29, 2021
Booth Cancellation with No Refund	September 30, 2021
Rooms entitled at Headquarter Hotels are guaranteed to be available through	September 29, 2021
Last Day to reduce room blocks by 10% without penalty	January 7, 2022
Rooming list due to Connections Housing	January 19, 2022
Attendee Mailing List – First List	February 2, 2022
Treasure Trek Order Forum	February 25, 2022
Last date Hosted Block Forms accepted (rooming list must be included)	March 8, 2022
General Contractor- Freeman Online Ordering Freeman Service Kit (PDF) Requires Login - Online Customer Support Center at +1-888-508-5054 Freeman Exhibitor Services Dept. at ExhibitorSupport@freeman.com or call +1-888-508-5054 Fax: +1-469-621-5607 Booth Furnishings/Exhibit Rental Systems/I&D Services/Carpet /Signs/In Booth Fork Lift/Shipping/Material Handling, Cleaning, etc.	March 10, 2022 (Discount deadline)
Audio Visual & Computer (Receive Early Order Pricing)	March 10, 2022 (Discount Deadline)
Private Client Meeting Rooms	March 11, 2022
Exhibitor Food & Beverage – SAVOR Catering Order Form	March 11, 2022
Lead Tracking Forms	March 11, 2022
Advertising Opportunity: RIMS Show Daily	March 11, 2022 (Space) March 25, 2022 (Materials)
Marketplace Exhibit Hall Roundup Email Order Form	March 18, 2022
Security Order Form	March 24, 2022
Attendee Mailing List - Second List	March 30, 2022
Exhibit Booth Activities Form	March 31, 2022
Certificate of Insurance (Exhibitor)	March 31, 2022
Notification to Use an Exhibitor Appointed Contractor Form (EAC)	March 31, 2022
Advance Warehouse Freight: Shipping Instruction and Warehouse an Label	March 4, 2022 – March 31, 2022
Freeman - Electric, Air, Water and Drain	April 6, 2022
Rooming list changes will be conducted through Connections Housing	April 8, 2022
Adding Subsidiary Company & Product Classifications (For approval of Subsidiary Company for Name Badge) – Onsite fees will be applied from April 9 th .	April 9, 2022
Update Exhibitor Directory Listing & Product Classification (online data collection) – Login Required “ Exhibitor Service Center ”	April 1, 2022
Move-in (8:00 AM – 4:30 PM) – 400 sq fit and larger booth only	April 7, 2022

<u>Destination Management Company (Special Events)</u>	Various (Contact for details)
Move-in (8:00 AM – 4:30 PM) – all exhibitors	April 8, 2022 – April 10, 2022
Registration: Booth Personnel and Exhibitor Complimentary (ECOMP) Full Conference <u>Online Registration (On-site fees apply after 4/08/22)</u>	December 6, 2021 - April 8, 2022
<u>Registration</u> – Onsite Fees: Booth Personnel & Exhibitor Complimentary Full Conference (ECOMP)	April 9, 2022
Booth must be show ready by 4:30 PM on Sunday	April 10, 2022
Connections Housing staff onsite in the convention center	April 10-13, 2022
Freight: <u>Direct Shipments to Show Site (MC) Labels to Show Site</u>	April 7, 2022 – April 13 2022
Move-out begins at 1:30 PM - 10:00 PM	April 13, 2022
Move-out Clear Deadline at 12:00 PM	April 15, 2022
RIMS RISKWORLD 2023 In-Site Tour	May or June 2022
RIMS RISKWORLD 2023 Priority Space Selection begins (online)	July 2022

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.

Conference Week At-a-Glance



Date	Registration Hours	Special Events For Attendees	Educational Session Schedule	Marketplace Hours/Schedule
Thursday April 7				8:00AM – 4:30PM Installation
Friday April 8				8:00AM – 4:30PM Installation
Saturday April 9	12:00PM - 5:00PM	9:00AM-4:30PM Pre-Conference Workshops		8:00AM – 4:30PM Installation & Direct Deliveries
Sunday April 10	10:00AM – 6:30PM	8:00AM-2:00PM Spencer\ Gallagher Golf Tournament 9:00AM-4:30PM Pre-Conference Workshops 6:00PM – 9:00PM Opening Reception: ‘wonderWORLD’ (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 <u>Event Ticket Information</u> . Badge required for admittance.		9:00AM – 4:30PM Installation Direct Deliveries 4:30PM All Booths Must Be Show Ready*
Monday April 11	7:00AM- 5:00PM	7:45AM - 8:30AM Breakfast 8:30AM - 9:30AM RIMS General Session and Opening Keynote 12:00PM - 1:15PM Award Luncheon and Recognition Luncheon 1:15PM - 3:30PM Spencer-RIMS Risk Management Challenge Final Round 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 Global Studio 10:00 am–5:00 pm	10:30AM – 5:00PM	09:30 AM – 5:00 PM 09:30 AM–12:00 pm Exclusive Hours 4:00 PM-5:00 PM Marketplace Reception
Tuesday April 12	8:00AM – 5:00PM	6:30AM - 8:00AM 7thAnnual Spencer 5K Fun Run 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 Global Studio 10:00 am–5:00 pm	9:30AM – 5:00PM	09:30 AM – 5:00 PM 12:00 PM-1:15 PM Marketplace Social Luncheon 4:00 PM- 5:00 PM: Marketplace Reception
Wednesday April 13	8:00AM– 3:00PM	3:00 pm – 4:30 pm: Conference Finale and Closing Keynote 7:00 PM – 11:00 PM RIMS-Sedgwick Official Closing Party Thought Leader Theater 10:00 am–1:30 pm Innovation Hub 10:00 am–1:30 pm Career Lab 10:00 am–1:30 pm Global Studio 10:00 am–1:30 pm	9:30AM – 5:00PM	09:30 AM – 1:30 PM 12:00 PM- 1:15 PM Marketplace Social Luncheon: RISKWORLD 2022 kickoff 1:30 PM – 10:00 PM Exhibit Dismantling
Thursday April 14		9:00AM-4:30PM Post-Conference Workshops		8:00AM – 4:30PM Exhibit Dismantling
Friday April 15		9:00AM- 4:30PM Post-Conference Workshops		8:00AM – 12:00PM Exhibit Dismantling

For the most current information on all RIMS events, visit [RIMS RISKWORLD 2022 website](#)

* Exhibitors in non-compliance will not be permitted to complete set up until after show closing on Monday, April 11th

** 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, April 13, 2022. 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

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.

If paying by credit card a 3% credit card processing fee will be added to your payment.

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

Check Payments Regular Mail	Check Payments via Express Mail
Risk and Insurance Management Society, Inc. Mail Code: 7396 P. O. Box 7247 Philadelphia, PA 19170-7396	Remitco Risk and Insurance Management Society, Inc. Lockbox # 7396 400 White Clay Center Drive Newark, DE19711

**A US \$30 administrative fee must be added to the total amount of your payment if paying by wire transfer.
RIMS Federal Tax ID #13-1860397

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 **September 30, 2021** 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 **September 30, 2021** will be subject to the applicable cancellation fee as stated on the **RIMS RISKWORLD 2022 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**



RIMS2022

RISKWORLD
ANNUAL CONFERENCE & EXHIBITION
APRIL 10-13 | SAN FRANCISCO



RIMS RISKWORLD 2022 Official Service Providers

AIRLINES

Delta/KLM/AirFrance

Promotion Code Number: **NMVAR**

Phone: +1-800-328-1111

[Book Here](#)

United Airlines

Online Offer Code: **ZKQ6394119**

Phone: +1-800-426-1122

[Book Here](#)

AUDIO/VISUAL & COMPUTERS

FREEMAN

Phone: +1- 888-508-5054

Fax: +1- 469-621-5607

ExhibitorSupport@freeman.com

[Order Form](#)

DESTINATION MANAGEMENT

ETHOS

Sharon Purewal

Phone: +1-415-946-5777

sharon.purewal@ethoseventcollective.com

[DMC Flyer](#)

ELECTRICAL, AIR, WATER and DRAIN.

FREEMAN

Phone: +1- 888-508-5054

Fax: +1- 469-621-5607

ExhibitorSupport@freeman.com

[Order Forms](#)

GENERAL CONTRACTOR, DRAYAGE, EQUIPMENT, CLEANING, FURNITURE, LABOR, AND SIGNAGE

FREEMAN

Phone: +1- 888-508-5054

Fax: +1- 469-621-5607

ExhibitorSupport@freeman.com

[Online](#)

FOOD SERVICE

SAVOR

Janice Vargas

Phone: +1 415-974-4048

Jvargas@moscone.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@connectionshousing.com

INSURANCE

RainProtection

39 Ryder Avenue

Dix Hills, NY 117464

Phone: +1-800-528-7975

sales@rainprotection.net

[Insurance Order Form](#)

INTERNET & TELEPHONE

Moscone Center

Phone: +1 - 415-974-4080

Fax: +1-415-974-4065

internet@moscone.com

[Order Form](#)

LEAD TRACKING

eShow

5 Executive Court, Suite 2

South Barrington, IL 60010

Phone: +1-847-620 4499

leads@goeshow.com

[Lead Retrieval 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

Dupree Security Group, Inc..

1800 Peachtree Street, NW Suite 325

Atlanta, GA 30309

Phone: +1-404-350-8355

Fax: +1-404-350-6991

[Security Order Form](#)

TRANSPORTATIONS (AIR & GROUND)

Freeman Transportation

Phone: +1-800-995-3579 or 512-982-

4187/ US &Canada

+1-817-607-5183 / International

Exhibit.transportation@freeman.com

Whom Do I Call?

The following list provides a quick reference for answering your questions.

ADVERTISING

Ted Donovan
Senior Business Development Manager
Risk Management Magazine
Phone: +1 212-655-5917
TDonovan@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
Senior Sales Manager
Phone: +1 212-655-6052
MWhyte@RIMS.org

GENERAL INQUIRIES

events@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](#)

EXHIBITOR QUESTIONS & ONLINE EXHIBIT DIRECTORY LISTING HELP

RIMS Exhibit Team
ExhibitorServices@RIMS.org

PRESS ROOM

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

RIMS MEMBERSHIP

Membership Department
Phone: +1 212-286-9292
membershipdept@rims.org

SESSION/SPEAKER INFORMATION

Kamy Persaud
RIMS, Conference Program Manager
Phone: +1 212-655-6055
Speakers@RIMS.org

Certificate of Insurance

Prior to the upcoming RIMS RISKWORLD 2022, 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 Thursday, March 31, 2022.

Limits of coverage:

- The **Risk and Insurance Management Society, Inc. (RIMS), Moscone Center (MC) 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.

Certificates holder Risk and Insurance Management Society, Inc., **228 Park Ave S PMB 23312 New York, NY 10003-1502.**

- 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 MC 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 7, 2022, through Thursday, April 14, 2022.**

Display Rules and Regulations

RIMS has a strict maximum height restriction of 2022 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 San Francisco Fire Marshal. Please contact Sean Coffey, Senior Events Manager at the Moscone Center, at scoffey@moscone.com for more information.

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, March 31, 2022.**
- 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., Moscone Center (MC) and Freeman must be named as additional insureds on all policies. The Certificate of Insurance must cover Thursday, April 7, 2022 through Friday, April 15, 2022 and must be received no later than Thursday, March 31, 2022. 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 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 in the Service Center onsite.



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.
- 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, 228 Park Ave S PMB 23312 New York, NY 10003-1502

Deadline for Submission Thursday, March 31, 2022



RIMS2022

RISKWORLD

ANNUAL CONFERENCE & EXHIBITION
APRIL 10-13 | SAN FRANCISCO



RIMS RISKWORLD 2022 San Francisco – RULES & REGULATIONS

CONTRACT

General Rules

Any company exhibiting at the RIMS RISKWORLD 2022 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 from a company's total score.**

Rule Violation	Points Deducted
Going Outside of the Official Room Block	-40
Badge Swap	-10
Booth Violation	-10
Violation of Mailing List Agreement	-20
Branding Violation	-40
Hosting Competing Off Site Events	ALL POINTS
Cancelling Advertisements	-10

- 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 manufactures or distributes except for promotional items referenced below
- Food and beverage (including Alcoholic beverages) distribution must have prior approval from RIMS and the Moscone Convention Center (MCC) catering department.

CANCELLATION/DOWNSIZING

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. refund schedule will be strictly followed for cancellation of all, or a portion of any exhibit space. When written notification is received:

- **On or before September 30, 2021– No fee.**
- **After September 30, 2021 – NO REFUND regardless of the reason for cancelling.**

If an exhibitor selects booth space and cancels after September 30, 2021, the exhibitor will be obligated for payment of their outstanding invoice in full. An exhibitor will not receive their freight or conference badges until their invoice has been paid in full.

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.

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 SAVOR, the exclusive Food & Beverage provider of the Moscone Convention Center and RIMS must be notified in writing using the Exhibit Booth Activities Form.

RIMS RISKWORLD 2022 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 MC 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 MC 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, woodwork or floors or any horizontal or vertical surface within the MC. 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 MC 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 MC 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, 2022, 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.

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), unavailability of the convention facility for the Exhibition, 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 a force majeure event, RIMS may cancel this Agreement without liability or further obligation to the Exhibitor.**

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 San Francisco 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. Exhibitor'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 San Francisco, including and not limited to hotels in the RIMS housing block, any San Francisco area airports 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 RISKWORLD 2022 attendee. Any indoor/outdoor advertisement placement in or around San Francisco 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 MC 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 April 10, 2022. 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 RISKWORLD 2022 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 RISKWORLD 2022 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 San Francisco **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 Moscone Center cannot begin before (9:30am on Monday April 11, 2022) 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, April 10, 2022. **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 March 30, 2022 indicating:

- The Risk and Insurance Management Society, Inc. (RIMS), Moscone Center (MC) 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.

Certificates of Insurance must cover Sunday, April 10, 2022 through Wednesday April 13, 2022.

PROHIBITION: The sale of tangible personal property or services subject to San Francisco 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 RISKWORLD 2022 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 2022 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 2022 exhibitor and will refrain from displaying product or exhibiting at any non-RIMS venue between the dates of April 10-23, 2022.

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
MC = Moscone Center

Exhibitor Services

Offsite Business Center: The FedEx Office Print & Ship Center is located at the San Francisco Marriott Marquis

Business Center Contact Information:

Address: 55 4th, San Francisco, California 94103

Email: USA5515@FEDEX.COM

Website: <https://local.fedex.com/en-us/ca/san-francisco/office-5515>

Coat Check/Baggage Storage –Moscone Center in the South Lobby

Coats & Bags – No Charge.

Exhibitor Service Center – Marketplace (back of exhibit floor in Hall C, behind the lunch area)

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 – Moscone Center, Exhibit Hall Level South & Exhibit Hall Level North

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 SAVOR. Please contact Janice Vargas, Senior Exhibitor Sales & Marketing Manager, at jvargas@moscone.com for more catering information.

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 • Moscone 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, April 10. *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

Senior Sales Manager – Matthew Whyte, Mwhyte@RIMS.org

Electric, Air, Water and Drain.

Complete the [Order Form](#) to have service installed in your booth.

Security Services – Maloney Security Inc.

Complete the [online order forms](#).

Internet & Telephone – Moscone Center

Complete the [order forms](#).

Airlines

RIMS has secured discounted fares through Delta (800.328.1111 code: **NMVAR** and United (800.426.1122 code: ZKQ6394119)

Parking

There are **directions and parking** for the Moscone Center.

Conference Shuttle Bus

There will be continuous shuttle bus service to and from designated conference hotels and the Moscone Center throughout Conference week. Shuttle buses will run in approximately 15 to 20 minute intervals as follows: **Sunday**, April 10, 9:30am - 5:15pm; **Monday**, April 11, 7:00am – 5:30pm; **Tuesday**, April 12, 7:30am – 5:30pm; **Wednesday**, April 13, 7:30am – 5:15pm. Bus schedules will be available at official conference hotels, the Moscone 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 Moscone 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 during the conference closing finale. 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, April 13 during the conference closing finale.

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: wonderWORLD

Sunday, April 10, 6:00 pm - 9:00 pm

Exploratorium

Pier 15 Embarcadero at, Green St, San Francisco, CA 94111

Marketplace Social Reception

Monday, April 11 • 4:00pm to 5:00pm • Marketplace, Moscone Center

Refresh yourself after day one and reconnect with your colleagues

Marketplace Social Luncheon

Tuesday, April 12 • 12:00pm to 1:15pm • Marketplace, Moscone Center

Enjoy some of San Francisco's best cuisine

Marketplace Social Reception

Tuesday, April 12 • 4:00pm to 5:00pm • Marketplace, Moscone Center

Take a break and reconnect with your colleagues

Marketplace Social Luncheon: RISKWORLD 2023 KICKOFF

Wednesday, April 13 • 12:00pm to 1:15pm • Marketplace, Moscone Center

Get ready for RIMS 2023 in Atlanta with a sampling of some of the city's top culinary delights

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.

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 RISKWORLD 2022 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

Deadline for Submission Thursday, March 31, 2022

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 RISKWORLD 2022. 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 Exploratorium. 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 Moscone 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

RISKWORLD 2022 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 through 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 the RISKWORLD 2022 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](#)
- [Hotel Tier List](#)

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. **Please note, requests for Affiliate event space and suites will be assigned based on Priority Points.**

Attrition Policy

Until January 21, 2022, 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 Wednesday, September 22, 2022 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 to RIMS@connectionshousing.com.

The deadline for cancellations up to 10% (as specified above) is January 21, 2022. 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 RISKWORLD 2022. If it is determined that exhibitor rooms were provided to clients, then we will decrease those exhibitors' room block accordingly for RIMS RISKWORLD 2023. 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 18, 2022 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 form a company’s total score.

Rule Violation	Points Deducted
Going outside the room block	-40
Badge Swap	-10
Booth Violation	-10
Violation of Mailing List Agreement	-20
Branding Violation	-40
Hosting competing off site events	ALL POINTS
Cancelling Advertisements	-5

Co-Headquarter Hotels / Entitlement Rooms

The Marriott Marquis and Hilton San Francisco Union Square Hotel are the key/hospitality hotels for the Conference 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.

Booth Size	Total Number of Rooms
10 x 10	1
10 x 20	2
10 x 30	3
10 X 40 or 20 x 20	4
20 x 30	5

Booth Size	Total Number of Rooms
20 x 40	6
20 x 50	7
20 x 60	8
20 x 70	9
20 x 80	10

Please note: The following hotels require a three (3) night minimum stay:

- Hilton Union Square
- Intercontinental San Francisco
- Marriott Marquis
- Park Central
- W San Francisco

Housing Deadlines:

RIMS 2022 affiliate event meeting space/suite requests accepted via online submission form. Assignments will be made based on "RIMS Assignment Criteria."	September 1, 2021
Affiliate event meeting space/suite confirmations will be sent via email for those who submitted on September 1st. Subsequent requests will be confirmed within two weeks after receipt of the request.	September 15, 2022
RIMS 2022 Housing opens and electronic acceptance of Hosted Block Requests via online submissions.	September 22, 2021, at 2pm (EDT)
Rooms entitled at Headquarter Hotels are guaranteed to be available through:	September 29, 2021
Affiliate event meeting space/suite confirmation made for requests received after September 16th.	September 30, 2021 – March 11, 2022
Confirmation of Hosted Block assignments received on	October 21, 2021

September 22nd will be sent via email:	
Confirmation of Hosted Block assignments sent via email for requests received after September 23rd.	October 22, 2021, and later
Last Day to reduce room blocks by 10% without penalty.	January 21, 2022
Rooming list due to Connections Housing.	January 26, 2022
Last date Hosted Block Forms accepted (rooming list must be included).	March 8, 2022
Rooming list changes will be conducted through Connections Housing until:	March 8, 2022
Exhibiting company to confirm food & beverage logistics and billing with hotel by this date. Affiliate event posting request form due. Deadline to request affiliate event space. Company needs to finalize billing/credit information with hotel for suites and/or function space by this date.	March 11, 2022
Connections Housing staff onsite in convention center.	April 8, 2022
RIMS 2022 Annual Conference & Exhibition.	April 10-13, 2022

Affiliate Event(s)/Official Hours

Affiliate events 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, April 10th, 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, April 11th, 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 RISKWORLD 2022 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.

We look forward to partnering with you on a successful RIMS RISKWORLD 2022 Conference! 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 section within the online Exhibitor Hosted Block / Affiliate Event Policies & Guidelines site.

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

- 7:30am – 5:30pm on Monday, April 11th;
- 8:30am - 5:30pm on Tuesday, April 12th through Wednesday, April 13th

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, April 10th, 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, April 11th, due to RIMS Opening Session.*
- *Breakfast functions that take place throughout the rest of the week must conclude promptly at 8:15am.*
- *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 Matthew Whyte, RIMS Senior 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 forty priority points and fined \$1,000 per incident.

Care of Premises

Exhibitor will be responsible for any damage done to the hotel 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 RISKWORLD 2022 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 mwhythe@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® 2022. 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 bferreris@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 in the South Lobby, Moscone 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.
- Badges are not to be defaced by inserting business cards.
- Stick-on novelty items are not permitted to be affixed to the personnel badges.
- Badges 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.

Booth Space Size	ECOMP (Complimentary Registration)	Booth Personnel
10' x 10' inline	1	3
10' x 20' inline	2	6
10' x 30' inline	3	9
10' x 40' inline	4	12
20' x 20' island	4	12
20' x 30' island	6	18
20' x 40' island	8	24
20' x 50' island	10	30
20' x 60' island	12	36
20' x 70' island	14	42
20' x 80' island	16	48

Badge Entitlements and Event Ticket Information

ECOMPs Entitlements

ECOMP badge 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, keynotes, networking events and access the Marketplace Exhibit Hall. Tickets are not needed to attend any of these events. Badges are required for admittance 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 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 April 8, 2022; US\$50 substitution fee applies after April 8, 2022. 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 April 8, 2022. 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)). April 8, 2022, 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 April 08, 2022 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 RISKWORLD 2022 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 RISKWORLD 2022 don't wait!

Client Meeting Rooms

Close deals behind closed doors! Client Meeting Rooms are being offered again to exhibitors only at RIMS RISKWORLD 2022. 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 behind the 200 aisle in the Marketplace Exhibit Hall. To reserve your room, complete the **Client Private Meeting Room Order Form**.

Marketplace Exhibit Hall Roundup E-mail

Don't miss this unique opportunity to get into the inbox of RIMS RISKWORLD 2022 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 [online exhibit map](#). 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 300 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 RISKWORLD 2022 by displaying your industry-related publications online. The RIMS RISKWORLD 2022 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 RISKWORLD 2022 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 Integrated Sales Manager
Tel: 212.655.5917
tdonovan@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 tdonovan@RIMS.org



RIMS2022

RISKWORLD

ANNUAL CONFERENCE & EXHIBITION
APRIL 10-13 | SAN FRANCISCO

Private Client Meeting Rooms

Close Deals Behind Closed Doors at RIMS RISKWORLD 2022!

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)
- 500-watt electrical outlet with quad box (**exhibitor is responsible for usage costs**)
- One (1) 22" x 28" custom graphic identification sign (**company logo eps/vector file high res file. Artwork due on Friday, March 11, 2022**)
- One (1) 6' black skirted table
- Six (6) standard chairs
- One (1) wastebasket

EXHIBITORS MUST HAVE A BOOTH ON THE EXHIBIT FLOOR TO BE ABLE TO RENT A CLIENT MEETING ROOM.

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.)

Credit Cards Payments	Check Payments Regular Mail	Check Payments via Express Mail
Information below.	Risk and Insurance Management Society, Inc. Mail Code: 7396 P. O. Box 7247 Philadelphia, PA 19170-7396	Remitco Risk and Insurance Management Society, Inc. Lockbox # 7396 400 White Clay Center Drive Newark, DE19711

Charge my credit card: Amex MasterCard Visa

***Cancellation Policy: Cancellation of the client meeting room must be made in writing.**

***A 3% processing fee will be added to all credit card transactions**

Credit Card Acct. #: _____ Exp. Date: _____ CID Code: _____
 Cardholder (Print Name): _____ CVV: _____
 Signature: _____ Date: _____

Email completed form to mwhyte@rims.org. **Deadline for Submission Friday, March 11, 2022**



RIMS RISKWORLD 2022 Marketplace Exhibit Hall Roundup E-Mail

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 RISKWORLD 2022 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

***A 3% processing fee will be added to all credit card transactions**

VISA

AMEX

MC

Check/Invoice Me

Credit Card Number: _____ Exp. Date: _____

Cardholder (Print Name): _____

Authorized Signature: _____

Exhibitor preview copy and logos are due to RIMS no later than Friday, March 18, 2022.

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 \$60 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: _____

****A 3% processing fee will be added to all credit card transactions***

Amex MasterCard Visa Credit Card Acct. # _____

Exp. Date: _____ **Security Code:** _____

Cardholder (Print Name): _____

Cardholder Signature: _____

Payment by check made payable in US funds drawn on a US bank to:

Regular Mail: Risk and Insurance Management Society, Inc., mail code: 7396, P. O. Box 7247 Philadelphia, PA 19170-7396

Express Mail: Remitco, Risk and Insurance Management Society, Inc. – lockbox # 7396, 400 White Clay Center Drive, Newark, DE19711

Submit completed form to ExhibitorServices@RIMS.org.

Email Questions to ExhibitorServices@RIMS.org

RIMS RISKWORLD 2022 Registration At-A-Glance ([RIMS RISKWORLD 2022 website](#))

Categories	Badge/Registration	Administrative Fees	Opening Reception & General Session Closing Finale	Session/Lunch on Eligibility	Staff Booth & Off Hour Marketplace Exhibit Hall Admittance
Attendee Conference Registration Full Conference & One Day	Registration may be purchased, fees apply. Refer to Conference Program or on web http://www.RIMS.org/Register . Attendee Member Registration opens November 16, 2021 Attendee Registration opens December 1, 2021	Refer to registration form in Conference Program or on Web http://www.rims.org/Register Lost/Reprinted Badge: \$250 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 December 6, 2021	ECOMP registration and ECOMP substitution submitted after 4/08/22 is subject to U\$150 fee per badge. Onsite fee begins 4/09/22 A \$50 service charge per badge will be added for all registration requests by phone, email and fax Lost/Reprinted Badge: \$250 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 6, 2021	No fees will be charged for booth personnel assignment and substitution if processed online during the early/advance and regular rate until 4/08/22. A \$50 service charge per badge will be added for all registration requests by phone, email and fax. Additional Booth Personnel: US\$250 by 4/08/22 US\$300 per badge beginning 4/09/22 Onsite fee applies for all substitutions and assignment of badges allotment, see exhibitor registration rates at www.RIMS.org/ExReg . Lost/Reprinted Badge: US\$250 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\$250 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 7 – Sunday, April 10 from 8am – 4:30pm and Monday, April 11 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.				