



HOSPITALITY HANDBOOK CONTENTS

Affiliate Event(s) Guidelines.....	2, 3
Affiliate Event Assignment Criteria	4
Affiliate Event Hospitality Timeline.....	5
Exhibitor Housing Timeline.....	6
Affiliate Event & Exhibitor Badge Policies.....	7
Hospitality Specifications.....	8
Off-Site Affiliate Event Function(s) Information.....	9
Affiliate Event Posting Information.....	10, 11
Affiliate Event Invitations & Signage Information.....	12



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. **Requests will be assigned using RIMS Affiliate Events Assignment Criteria. Requests will open on July 18, 2019, and will be confirmed by August 23, 2019.**

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

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

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

We encourage all Affiliates to conclude all hospitality and events by 10:30pm.

Please note the following:

- *Affiliates are not allowed to hold any type of event that conflicts with RIMS official events (exhibition, reception, luncheons, sessions, etc.).*
- *Affiliate events on Sunday, May 3rd, must end at 5:00pm and/or cannot start until 8:00pm due to the RIMS Opening Reception.*
- *No breakfast functions are to be held on Monday, May 3rd, 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 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.

RIMS 2020 Affiliate Event Guidelines

Page 2 of 2

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 2020 Annual Conference & Exhibition and schedule their meetings in ways to allow maximum participation in the Conference.

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

Promotional Activity

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

Formal invitations are not to use the Society's official registered logo. Invitations may use the Conference logo or RIMS® 2020. A downloadable version of the Conference logo can be found on the RIMS website, <https://www.rims.org/RIMS2019/exhibitor/Pages/Marketing-Toolkit.aspx>

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 Business Events Manager 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.



AFFILIATE EVENT(S) ASSIGNMENT CRITERIA

In the event that multiple companies request the same affiliate function space, the following factors will be taken into consideration in determining affiliate/meeting space assignments for the RIMS 2020 Annual Conference & Exhibition.

PARTICIPATION LEVELS

- Company must be an exhibitor
- Company is in compliance with RIMS affiliate and exhibitor policies
- Company secures hotel reservations through RIMS' Hosted Block Housing procedures
- Company is a sponsor at the Annual Conference & Exhibition
- Company registers all representatives to attend the Annual Conference & Exhibition
- Company participates in "In-Site™" Tour
- Company provides speakers for RIMS Chapters and Annual Conference & Exhibition
- Company advertises in RISK MANAGEMENT Magazine and Conference Programs
- Company contributes to the Spencer Educational Foundation



AFFILIATE EVENT HOSPITALITY TIMELINE

- | | |
|----------------------------------|--|
| June 2 - 4, 2019 | - RIMS 2020 InSite™ Tour |
| July 18, 2019 | - RIMS 2020 Affiliate Event Meeting Space Requests accepted via online submission form. Assignments will be made based on “RIMS Assignment Criteria.” |
| August 23, 2019 | - Affiliate Event Assignment confirmations will be sent via email for those who submitted on July 18th. Subsequent requests will be confirmed within two weeks after receipt at RIMS. |
| August 26, 2018 – April 13, 2020 | - Affiliate Event Assignments made for requests received after July 18th |
| April 6, 2020 | <ul style="list-style-type: none">- 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. |
| May 3 – May 6, 2020 | - RIMS 2020 Annual Conference & Exhibition. |

Schedule subject to change.



EXHIBITOR HOUSING TIMELINE

RIMS 2019 Housing opens and electronic acceptance of Hosted Block and Suite Requests via online submissions	October 3, 2019 at 2pm (EDT)
Rooms entitled at Headquarter Hotels are guaranteed to be available through:	October 18, 2019
Confirmation of Hosted Block and Suite assignments received on October 4 th will be sent via email	November 7, 2019
Confirmation of Hosted Block and Suite assignments sent via email for requests received after October 4th	November 11 and later
Last Day to reduce room blocks by 10% without penalty	January 30, 2020
Rooming list due to Connections Housing	February 7, 2020
Last date Hosted Block Forms accepted (rooming list must be included)	April 10, 2020
Rooming list changes will be conducted through Connections Housing until:	April 10, 2020
Connections Housing staff onsite in convention center	May 3, 2020

Schedule is subject to change.



AFFILIATE EVENT & EXHIBITOR BADGE POLICIES

Affiliate Non-Compliance Policy

Non-compliance of RIMS' Affiliate Event Rules and Regulations will result in losses of priority points depending on violation of rules.

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 Event(s)	ALL POINTS
Canceling Advertisements	-5

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

Official Exhibitor Rules & Regulations supersede Affiliate Event Guidelines.

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 ten (10) priority points per incident.

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

Subject to change without notice.



HOSPITALITY SPECIFICATIONS

This eBook contains the Hospitality Specifications for the RIMS Co-Headquarter Hotels and the Colorado Convention Center [CCC]

- Hyatt Regency
- Sheraton

For each venue, specifications appear in the following order:

SUITES

“Suites” are defined as a parlor (sitting/reception area) with adjoining sleeping rooms, if available. Specifications list parlor size and bedroom configuration, along with any other notable features. Listed in parentheses, next to each suite type, is the quantity of each suite available. The price quoted for each suite includes the parlor (P) and any adjoining bedrooms. The ***price quoted is for each night the suite is occupied.*** All billing/credit information must be finalized directly with the Hotel no later than March 8, 2019. **Cancellation of suites at any RIMS block Hotel after April 20, 2020 will result in a penalty of first and last night’s room revenue. Failure to arrive on confirmed arrival date will result in forfeiture of one night’s room/tax and loss of entire reservation.**

Adjoining bedrooms cannot be booked without the attached parlor for any portion of Conference dates. Floor plans are included for each suite, if available.

AFFILIATE EVENT SPACE

“Affiliate Event Space” is defined as function space that does not include bedrooms and is otherwise known as meeting space. Capacity charts include room dimensions and how many guests the room will hold at various room sets. Floor plans are provided. All billing/credit information must be finalized directly with the Hotel no later than April 13, 2020.

UNIQUE PUBLIC SPACE

“Unique public space” is defined as any function space that does not have bedrooms and is not typical meeting space. This may include restaurant outlets and bars, unique lobby areas or outdoor space. Descriptions of each space are provided but floor plans are not available. Revenue minimums, rental fees and limited availability may apply. All billing/credit information must be finalized directly with the Hotel no later than April 13, 2020.



OFF-SITE AFFILIATE EVENT FUNCTIONS

"Off-Site" Affiliate Event refers to:

- Any function held at a RIMS hotel or
- Any function held at a non-hotel venue such as an off-site restaurant, museum, etc.

AFFILIATE EVENTS AT RIMS HOTELS

If your company would like to host a suite or book affiliate function space at a hotel you must indicate your request on the Hosted Block Housing Form. Information on Hosted Block Housing will be distributed via email by the end of September to all 2020 contracted exhibitors and also to all affiliate event sponsors upon request. Connections Housing, the official housing bureau for the RIMS 2020 Annual Conference & Exhibition, will secure the suite directly with the hotel.

HOSPITALITY EVENTS AT A NON-HOTEL VENUE: EVENT COMPANY/ DMC CONTACT INFORMATION

As the official Destination Management Company for RIMS® 2020, E5 Events has the talent, experience and expertise to help you host the perfect event. Whether you need a single service or complete event production; they custom fit your needs with the best in entertainment, décor, transportation, tours, staffing and custom activities in all locations including hotels, museums, restaurants, stadiums, suites and unique locations. Other services include event design, venue selection, menu consultation and complete event production and management. For additional information, please contact Wesley Guzman at 720-488-2152, or via email at wguzman@e5-events.com

TRANSPORTATION TO OFF-SITE EVENTS

If you will be transporting attendees to your off-site function, please coordinate your transportation with The Convention Store, the official RIMS shuttle bus company. Delays and traffic jams caused by multiple buses at a hotel or the Convention Center are certain to start any function off poorly. Therefore, we ask that you coordinate your transportation arrangements with The Convention Store to ensure a successful event. Also, please be sure to inform the hotel Concierge if you are using a hotel for pickup or drop-off. Sean Higgins is the RIMS contact at The Convention Store and he may be reached at (800) 285-0001.

NOTIFICATION TO RIMS

RIMS requests prior notification of your off-site event location. One central person who is aware of all functions occurring during Conference week can ensure that a competitor is not duplicating your function theme or location. It is also imperative for RIMS to know how many functions are held "off-site" when determining the overall value of the Conference to the city. Please forward the location, date, anticipated attendees and all other pertinent information of your off-site hospitality function via fax to (212) 655-2630 or email to bferraris@RIMS.org.



RIMS AFFILIATE EVENT POSTING INFORMATION

Print-outs of all Affiliate Event Posting requests received as of **April 20, 2020** will be provided to Conference attendees at the RIMS Information Counter, which will be located at the Colorado Convention Center (CCC); and at the concierge desks of the RIMS co-headquarter hotels (Hyatt Regency and Sheraton Hotels).

Changes to the affiliate event listing may be made on-site by filling out a posting request form and submitting it to the representative stationed at the Information Counter in the CCC. In addition, affiliate event sponsors can drop off small quantities (up to 50) of printed invitations **daily** to be given out at the Information Counter only. Boxes of invitations will not be accepted or stored.

Affiliate event sponsors who are hosting functions at non-RIMS hotels or at off-site locations may list their functions. Each company must complete an Affiliate Event Posting Request Form for each and every function they would like listed. **Only functions which are open to all attendees and exhibitors will be listed. "Invitation only" functions cannot be listed.**

Suite numbers (if available) will only be listed for the RIMS co-headquarter hotels. For all other hotels, functions will just list hotel name and "see Hotel Concierge" for suite location. It will be the responsibility of the company to ensure that the Concierge at the hotel of their affiliate function is aware of the function suite location or that it is posted on the hotel reader board. Suite numbers will not be available until they are listed on the affiliate event listing at the conference.

Please note that companies might want their function posted only on certain nights. The Affiliate Event Posting Request Form enables your company to indicate exactly which night(s) your function is to be listed. *Even if your company has already requested to post your affiliate function when booking your function space through RIMS, please complete the Affiliate Event Posting Request Form as a means of double-checking our records.* **Only companies that complete the Affiliate Event Posting Request Form will be listed on the affiliate event printouts.**

Please complete the Affiliate Event Posting Request Form, which appears on the next page, and return to **no later than April 20, 2020**. Requests received after April 5th will be accommodated on-site.

HOSPITALITY POSTING REQUEST FORM

RIMS 2020 Annual Conference & Exhibition

[Please complete a separate form for each function to be listed]

I. COMPANY INFORMATION:

Company Name: _____

Company Contact Name: _____

Phone Number: _____ Fax Number: _____ Email: _____

II. LOCATION OF HOSPITALITY FUNCTION Please check one only:

_____ Hotel Suite _____ Hotel Meeting Room _____ Off-Site Location (*not in hotel*)

III a. IF HOSPITALITY FUNCTION IS TO BE HELD IN A HOTEL Complete the following:

Hotel Name: _____

Hotel Function Room Name: _____

Hotel Suite*: _____

(*Suite numbers will only be listed for the RIMS key/hospitality hotels, if they are available in advance. For all other hotels, functions will just list hotel name and "see hotel concierge" for suite location. It is the responsibility of the company to ensure that the concierge at the hotel of their hospitality function is aware of the function suite location or that it is posted in the hotel reader board.)

III b. IF HOSPITALITY FUNCTION IS TO BE HELD AT AN OFF-SITE VENUE (i.e. restaurant, museum) Complete the following:

Name of Off-Site Location: _____

Specific Room Name: _____

IV. LIST ALL DATES THAT THE FUNCTION WILL OCCUR. SPECIFIC FUNCTION DATES WILL BE POSTED AT THE RIMS INFORMATION BOOTH. Check all that apply:

___ Sunday, 5/3 ___ Monday, 5/4 ___ Tuesday, 5/5 ___ Wednesday, 5/6

V. LIST COMPANY NAME EXACTLY AS IT IS TO APPEAR ON HOSPITALITY POSTING:

Hospitality Sponsoring Company Name: _____

VI. I understand that the information completed above will be made available at the RIMS Information Counter & Hotel Concierge during RIMS registration hours only. This event is open to all Conference attendees and is not an invitation-only event.

Signature

Date

VII. Please return form to Blanca Ferreris at bferreris@RIMS.org no later than April 20, 2020.

Thank You!



AFFILIATE EVENT INVITATIONS

RIMS would like to ensure the consistency and accuracy of the Conference name in all literature and invitations. For this reason, we request that when printing invitations for your affiliate event, please refer to the Conference & Exhibition by the official name:

RIMS® 2020 Annual Conference & Exhibition

AFFILIATE EVENT SIGNAGE

If your company will host an affiliate event in public or unique space at a co-headquarter hotel, your company may have **one (1)** pull-up banner or 22" x 28" sign located outside of the entrance to the event space.

RIMS does not permit additional signage in other locations throughout the hotel and signage is not permitted in the hotel lobby.

Affiliate functions held in suites at co-headquarter hotels are not permitted to have signage outside of the entrance to the suite or in any other locations throughout the hotel or lobby.