

# **RIMS 2010 HOSPITALITY GUIDELINES**

## **Hospitality Suites and Meeting Rooms**

To reserve a meeting room or suite at a Key/Hospitality hotel, please complete the appropriate Hospitality Request Form enclosed in the Hospitality Handbook and return to RIMS Meetings & Events Department. Rooms will be assigned using RIMS Hospitality Assignment Criteria.

Exhibitors/Hospitality Sponsors are required to close their hospitality and meeting rooms from 7:30am – 5:30pm on Monday, 8:30am to 5:30pm on Tuesday through Wednesday, and 7:30am through 1:00pm on Thursday. This applies to breakfast functions, or other group meetings involving conference attendees. In addition, Hospitality Sponsors/Exhibitors 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 Exhibitors/Hospitality Sponsors to conclude all hospitality and events by 11:30pm.

Please note the following:

- *Hospitality on Sunday, April 25, must end at 4:30pm and/or cannot start until 8:00pm due to RIMS Opening Reception.*
- *No breakfast functions are to be held on Monday, April 26, due to RIMS Opening Session.*
- *Breakfast functions that take place throughout the rest of the week must conclude promptly at 8:30am.*
- *Exhibitors are encouraged to hold hospitality events on Wednesday following RIMS closing event hours to ensure maximum attendee participation.*

RIMS reserves the right to close any hospitality 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 result in the loss of one seniority point.**

## **Meetings with Individual Clients**

RIMS asks exhibitors to cooperate with efforts to encourage clients to register for the RIMS 2010 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 check with the RIMS Sales Manager, via email [exhibitsales@RIMS.org](mailto:exhibitsales@RIMS.org), to reserve client meeting rooms or 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.

If your event is open to all conference participants and you would like to have it posted, please complete the Hospitality Posting Request Form, enclosed in the Hospitality Handbook, and return it to RIMS Meetings & Events Department by March 15, 2010.

A posting of hospitality activities will be available at RIMS Information Counter during the Conference, as well as at the concierge desk at the Key/Hospitality hotels and the RIMS Cyber Station.

Signs may be posted at the entrance to an event or in the areas immediately adjacent to it to help individuals find the activity.

Formal invitations are not to use the Society's official registered logo. Invitations may use the Conference logo or RIMS® 2010. A downloadable version of the conference logo can be found on the RIMS Web site, [www.RIMS.org/exhibitors](http://www.RIMS.org/exhibitors).

### **Liquor Liability**

***You must provide RIMS with a certificate of insurance evidencing host liquor liability insurance policy endorsed to include RIMS as an additional insured. Such policy will be primary to insurance maintained by RIMS.***

### **Additional Information**

For additional information or assistance, please contact RIMS Meetings & Events Manager, Blanca Ferreris, CMP, at 212.655.6058.

Official Exhibitor Rules & Regulations supercede Hospitality Guidelines.

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

The undersigned, duly authorized to sign for the exhibitor/hospitality sponsor, agrees to abide by these regulations.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Organization)

\_\_\_\_\_  
(Date)

Please return this form, along with your suite and/or public space request, to RIMS Meetings & Events Department, at RIMS, 1065 Avenue of the Americas, 13<sup>th</sup> Floor, New York, NY 10018, via fax to 212-655-2630 or via email [bferreris@RIMS.org](mailto:bferreris@RIMS.org).