Exhibitor Registration Policies & Procedures

All badges are printed on-site at the Badge Pick-Up counter located in Broad Street Atrium of the Pennsylvania Convention Center. **Government issued photo-id is required to pick-up badges.**

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

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

**By registering your exhibit staff, you have read, accept and agreed to distribute the RIMS Exhibitor Registration Policies & Procedures to all 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 for the upcoming year. Exceptions will not be made.
- RIMS exhibitor personnel badges must be worn at all times by exhibitor personnel during Exhibit Hall hours.
- All badges represent an admission contract between the badge holder and RIMS.
- False certification of any individual as an exhibit’s representative, misuse of exhibit’s badges or any other method or device used to assist unauthorized personnel to gain admittance into the 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 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 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 $1,000 fee per company.
- Badge are not to be defaced by inserting business cards.
- Stick-on novelty items are not permitted to be affixed to the personnel badges.
- Badge will only be released to the person whose name appears on the badge.
- Proper identification is required (driver’s license, credit card or passport). Business cards are not acceptable.

**Exhibitor Badge Non-Compliance Policy**

- Non-compliance with RIMS’ Badge Policies, as stated in this policy and RIMS Exhibitor Services Manual, will result in the exhibiting company being fined $1,000 for each occurrence, and the loss of one seniority point.
- 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.
Exhibitor Registration Policies & Procedures

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

**Badge Entitlements and Event Ticket Information**

**ECOMPs Entitlements**
ECOMPs are considered full conference registrants and are eligible to attend sessions, food functions, keynotes, networking events and access the 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 exhibit hall to staff booth, attend the Opening Reception, Luncheon and Networking Events in the exhibit hall and the Conference Finale (badge is required). Booth Personnel badges are not eligible to attend Educational Sessions, General Session and Opening Keynote and Award Luncheon.

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 submit the form and is subject to a $1,000 Subsidiary Listing fee per company.

**Guest Registration – USD $300**
A Guest Registration is available for ECOMP registrants to purchase (Limit 1). Guest registration includes RIMS shuttle bus transportation between a RIMS hotel and the Pennsylvania Convention Center, attendance at the Opening Reception, General Session & Opening Keynotes and Conference Finale & Closing Keynote. 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 exhibit hall. 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. 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 in the Broad Street Atrium of the Pennsylvania Convention Center. Photo-id required. All sales are final – no refunds for lost or unused badges/tickets.

**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 21, 2017. Substitution request through phone, fax and email will incur a US $15 fee per badge. After April 21, a US $65 substitution fee applies.

ECOMPs can be added and substituted without a fee through April 21, 2017, by logging in at the **Exhibitor Service Center**. Any ECOMP transaction and substitution request through fax, phone and email will incur a fee per badge (please refer to the registration rates listed at [www.RIMS.org/ExReg](http://www.RIMS.org/ExReg)). After April 21, 2017, all onsite fee applies and will be charged a US $150 to add or substitute ECOMP(s)

**CANCELLATIONS/REFUNDS:** There are no refunds for cancellations, unused badges or on-site purchases. All administrative fees and additional registration items (such as the continuing education credit fee and the guest ticket fee[s]) are non-refundable
PHOTO/VIDEO RELEASE: By registering for the RIMS 2017 Annual Conference & Exhibition in Philadelphia, you acknowledge and accept that photographs or video taken of you by the Risk and Insurance Management Society, Inc. (RIMS) or its service providers, may be used for promotional materials of RIMS, including but not limited to use in annual reports, magazines, future conference programs or other promotional material, and on the Internet by RIMS and its service providers. RIMS reserves the right to publish the names of conference participants in production materials and on the Internet by RIMS and its service providers.

DEMOGRAPHIC & CONTACT INFORMATION: Your name, address, phone number, email address and individual and company demographic information are stored in the bar code on your conference badge. If you allow an exhibitor to scan your badge, you will be releasing your information to that exhibitor. You should consider your name badge barcode as an electronic business card, enabling you to easily provide your information to an exhibitor if you choose to do so.

VIDEO & HYBRID EVENTS: Video taping and hybrid events (including webcams, webinars, streaming video content) are prohibited inside the convention center unless you have written permission from RIMS VP, Events & Education. In the event that RIMS authorizes videotaping and use of equipment, videos may not be taken of any exhibitor booth or product other than that of your own company, except by approved press or the official videographer designated by RIMS.

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.

BADGE ETHICS, COUNTERFEITING & THEFT: Only persons registered for this conference and wearing the proper badge will be admitted to education sessions, RIMS meal functions 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.

AFFILIATE EVENTS: As a supporter of RIMS and an official RIMS 2017 Annual Conference & Exhibition delegate, you are encouraged not to attend outside, competitive events or business appointments that take you away from experiencing the education, networking and exhibit hall products available to you during official conference hours. Please note that RIMS Meetings and Events management does not permit outside parties or events that directly conflict with the Opening Reception (Sunday, 6:00 p.m.-8:00 p.m.) and Opening Session and Keynote (Monday, 7:30 a.m.-10:00 a.m.). If you receive an invitation during one of these times, please notify RIMS immediately.