

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, April 5, 2019.**

- 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., Boston Convention and Exhibition Center (BCEC) and Freeman must be named as additional insureds on all policies. The Certificate of Insurance must cover Thursday, April 25, 2019 through Friday, May 3, 2019 and must be received no later than Friday, March 23, 2018. 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 or Floor Managers 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 or Floor Managers in the Service Center onsite.

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 **(Friday, April 5, 2019)** 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 may be faxed or emailed to +1-917-229-1682 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: _____

Fax or email completed forms to +1-917-229-1682 or ExhibitorServices@RIMS.org

RIMS, Inc., Operations, 1407 Broadway – 29th FL, New York, NY 10018

Deadline for Submission Friday, April 5, 2019