



CHICAGO 2025

RISKWORLD®

MAY 4-7

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HOSPITALITY HANDBOOK CONTENTS

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



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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 the RIMS Affiliate Events Assignment Criteria. Requests will open on October 15, 2024.**

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

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

This policy applies to breakfast functions or other group meetings involving conference attendees. Additionally, affiliates are asked not to conduct any group events during show hours that would draw 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:

- *Offsite room hours shall not conflict with posted RISKWORLD 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 RISKWORLD conference.*
- *Affiliate events on Sunday, May 4th, must end at 5:00pm and/or cannot start until 8:00pm due to the Opening Reception.*
- *No breakfast functions are to be held on Monday, May 5th, due to Opening General 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 Allison McManus, RIMS Exhibition & Sponsorships Sales Manager, at amcmanus@RIMS.org for more information.*
- *Note: RIMS neither approves nor authorizes the building of any type of structure outside the 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.

-continued-

RISKWORLD 2025 Affiliate Event Guidelines

Page 2 of 2

Failure to comply with these regulations may be subject to both a loss of forty (40) priority points and fined \$1,000 per incident.

Care of Premises

The exhibitor will be responsible for any damage done to the hotel by themselves, their employees, or their agents. Materials may not be posted, taped, nailed, screwed, or otherwise affixed to walls, doors, woodwork, floors, or any other horizontal or vertical surfaces within the hotel. Stickers, helium balloons, and gas tanks are prohibited.

Meetings with Individual Clients

Exhibitors are expected to have clients register for RISKWORLD 2025 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 to 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., hotel rooms, public areas of hotels or the convention center) is not permitted. Sponsorship opportunities are available. Please Allison McManus at amcmanus@RIMS.org for more information.

Formal invitations are not to use the Society's official registered logo. Invitations may use the RISKWORLD® 2025 logo. A downloadable version of the logo will be available on the RISKWORLD website by mid-September.

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, the 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.



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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 RISKWORLD 2025.

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 RISKWORLD
- Company is a sponsor at the Enterprise Risk Management Conference
- Company registers all representatives to attend RISKWORLD
- Company participates in the "In-Site™" Tour
- Company provides speakers for RIMS Chapters and RISKWORLD
- Company advertises in RISK MANAGEMENT Magazine and Conference Programs
- Company has no outstanding balances with RIMS



EXHIBITOR HOUSING/HOSPITALITY TIMELINE

ITEM	DATE
RISKWORLD 2025 affiliate event meeting space/suite requests accepted via online submission form. Assignments will be made based on “RIMS Assignment Criteria.”	15-Oct-2024, at 2pm (EDT)
Affiliate event meeting/suite confirmations will be sent via email to those who submitted on October 15th. Subsequent requests will be confirmed within two weeks after receipt of the request.	25-Oct-2024
RISKWORLD 2025 Housing opens and electronic acceptance of Hosted Block Requests via online submissions.	October 28, 2024, at 2pm (EDT)
Affiliate event meeting space/suite confirmation made for requests received after October 26th.	November 1, 2024 – March 20, 2025
Confirmation of Hosted Block assignments received on October 27th will be sent via email:	12-Nov-2024
Rooms entitled at Headquarter Hotels are guaranteed to be available through:	19-Nov-2024
Confirmation of Hosted Block assignments sent via email for requests received after October 28th.	November 19, 2024, and later
Last Day to reduce room blocks by 10% without penalty.	3-Feb-2025
Rooming list due to Connections Housing.	10-Mar-2025
Last day Hosted Block Forms accepted (rooming list must be included).	24-Mar-2025
Rooming list changes will be conducted through Connections Housing until:	24-Mar-2025
Exhibiting company to confirm food & beverage logistics and billing with hotel by this date.	26-Mar-2025
Affiliate event posting request form due.	26-Mar-2025
Deadline to request affiliate event space.	26-Mar-2025
Company needs to finalize billing/credit information with hotel for suites and/or function space by this date.	26-Mar-2025
RISKWORLD 2025	May 4 - 7, 2025



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Exhibitor Hosted Block / Affiliate Event Policies & Guidelines

RISKWORLD 2025 hotels offer not only premium amenities, discounted rates and the best networking opportunities, but staying within the RISKWORLD room block will help the Society effectively control exhibition, attrition and penalty fees, all which directly benefit RISKWORLD Exhibitors.

Room Block Guidelines

All companies exhibiting at the Conference are required to book housing for their registered representatives through Connections Housing, RISKWORLD's official housing bureau. Any exhibitor who does not follow these procedures will be subject to a loss of priority points, as per RISKWORLD 2025 Exhibitor Rules & Regulations Contract.

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 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. The online hosted block request process will start on Monday, October 28, 2024, at 2pm (EDT) and confirmations will be sent via email on November 12, 2024, for those who submit on October 28, 2024. **Please note that access to the online portal will not be available until 2pm (EDT), on October 28, 2024.** Hosted blocks will be confirmed under the company name until March 20, 2025. Confirmed schedule and instructions on how to request your hosted block will be forwarded via email to the individual listed as the exhibitor booth contact by October 28, 2024.

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Attrition Policy

Until February 3, 2025, 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 booked less no shows and cancellations) be less than 90% of the Total Room Nights booked, 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 Monday, October 28, 2024, at 2pm EDT. Also, we will not assign/confirm room blocks if your company has an outstanding balance due to RIMS.

All block cancellations and reductions must be made in writing and sent via email to RIMS Housing, c/o Connections Housing, at RISKWORLD@connectionshousing.com.

The deadline for cancellations up to 10% (as specified above) is February 3, 2025. After this date, you will be held responsible for 90% of the total room nights initially requested.

Any negative variance between actualized and rooms requested up to 90% of your final commitment will be due and payable to RIMS within thirty (30) 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 thirty (30) days of the cancellation. This will be strictly enforced.

Exhibitor Badge Non-Compliance Policy

Non-compliance with RIMS' Badge Policies, as stated in the RISKWORLD 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. Anyone with a confirmed reservation in the block must be registered prior to April 30, 2025.

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 RISKWORLD 2025. If it is determined that exhibitor rooms were provided to clients, then we will decrease those exhibitors' room block accordingly for RISKWORLD 2025. 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.



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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
Arranging Meeting Space for a Non-Exhibiting Company	ALL POINTS
Canceling Advertisements	-10
Not Paying Within 90 Day Timeframe	-10

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.



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HOSPITALITY SPECIFICATIONS

This e-book contains the Hospitality Specifications for RISKWORLD Co-Headquarter Hotels and the McCormick Place Convention Center [MPCC]

- Hyatt Regency McCormick Place Chicago
- Marriott Marquis

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 25, 2024. **Cancellation of suites at any RISKWORLD block Hotel after March 26, 2025, will result in a penalty of first and last night’s room revenue. Failure to arrive on the 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 March 26, 2025.

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 March 26, 2025.

OFF-SITE AFFILIATE EVENT FUNCTIONS

”Off-Site” Affiliate Event refers to:

- Any function held at A RISKWORLD 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 Hospitality Request Form, which will be distributed via email by October 15, 2025 contracted exhibitors and also to all affiliate event sponsors upon request. Connections Housing, the official housing bureau for RISKWORLD 2024, 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 RISKWORLD® 2025, Hosts Chicago <https://hosts-global.com/illinois/> 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 Ann Nichele, Vice President of Sales at ann.nichele@hosts-global.com .

TRANSPORTATION TO OFF-SITE EVENTS

If you will be transporting attendees to your off-site function, please coordinate your transportation with TCS Transportation, the official RISKWORLD 2025 shuttle bus company. Delays and traffic jams caused by multiple buses at a hotel, or the Convention Center can negatively impact the start of any function. Therefore, we ask that you coordinate your transportation arrangements with TCS Transportation to ensure a successful event. Additionally, please inform the hotel concierge if you are using a hotel for pickup or drop-off. Sean Higgins is the RIMS contact at TCS Transportation, and he can be reached at (800) 285-0001.

NOTIFICATION TO RIMS

RIMS requests prior notification of your off-site event location. Having one central person 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 number of attendees, and all other pertinent information about your off-site hospitality function via fax to (212) 655-2630 or email to bferreris@RIMS.org.



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AFFILIATE EVENT POSTING INFORMATION

Printouts of all Affiliate Event Posting requests received by March 25, 2025, will be provided to Conference attendees at the RISKWORLD Information Counter, located at the McCormick Place Convention Center (MPCC), and at the concierge desks of the co-headquarter hotels (Hyatt Regency McCormick Place Chicago and Marriott Marquis).

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 MPCC. Additionally, affiliate event sponsors can drop off small quantities (up to 50) of printed invitations daily to be given out exclusively at the Information Counter. Boxes of invitations will not be accepted or stored.

Affiliate event sponsors hosting functions at non-RISKWORLD hotels or off-site locations may list their events. Each company must complete an Affiliate Event Posting Request Form for each function they wish to list. **Only functions open to all attendees and exhibitors will be listed; "invitation only" events cannot be listed.**

Suite numbers (if available) will only be listed for the co-headquarter hotels. For all other hotels, functions will only list the hotel name and indicate "see Hotel Concierge" for the suite location. It is the responsibility of the company to ensure that the hotel concierge is aware of their affiliate function's 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 may request their function to be posted only on specific nights. The Affiliate Event Posting Request Form allows your company to specify exactly which night(s) your function should be listed. Even if your company initially requested to list your affiliate function when booking your function space through RIMS, please complete the Affiliate Event Posting Request Form to ensure our records are accurate. **Only companies that submit the Affiliate Event Posting Request Form will be listed on the affiliate event printouts.**

Please complete the Affiliate Event Posting Request Form found on page 11 and return it to Blanca Ferreris at bferreris@rims.org no later than March 26, 2025. Requests received after March 26, 2025, will be accommodated on-site.



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AFFILIATE EVENT INVITATIONS

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

RISKWORLD® 2025

AFFILIATE EVENT SIGNAGE

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

RIMS does not permit additional signage in other locations throughout the hotel, including the lobby.

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

HOSPITALITY POSTING REQUEST FORM

RISKWORLD® 2025

[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 key/hospitality hotels if they are available in advance. For all other hotels, functions will only list the hotel name and indicate "see hotel concierge" for the 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 on 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 RISKWORLD INFORMATION BOOTH. Check all that apply:

___ Sunday, 5/4 ___ Monday, 5/5 ___ Tuesday, 5/6 ___ Wednesday, 5/7

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 RISKWORLD 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 March 26, 2025. Thank You!!

Not responsible for typographical errors.