

## EXHIBITOR FUNCTION SPACE REQUEST FORM

**Deadline: November 11, 2016**

**General Information:** Complete one form for each function being planned. Please type and submit by E-mail.

Company _____		Booth Number _____	
Official Contact _____		Title _____	
Address _____			
City _____	State/Province _____	Zip/Postal Code _____	Country _____
Telephone _____	Fax _____	E-mail Address _____	

### Meeting Information

Name of Function \_\_\_\_\_

Function's Purpose \_\_\_\_\_

Day/Date \_\_\_\_\_ through \_\_\_\_\_  
(Please leave blank if your meeting is only one day)

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Number of People \_\_\_\_\_

Type of Attendees:  Radiologists/Physicians  Exhibitors  Company Staff  Other \_\_\_\_\_  
(Please Specify)

### Function Type

Breakfast  Reception  Focus Group

Lunch  Staff/Company Meeting

Dinner  Other \_\_\_\_\_

### Set-up Requirements

Conference  Hollow Square  U-Shape

Rounds  Theater  Cocktail Rounds

School Room  Other \_\_\_\_\_

### Preferred Facility (McCormick Place Convention Center is not available)

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Third Choice \_\_\_\_\_

Any and all charges for services levied by hotels or other venues are the responsibility of the function sponsor. RSNA is not responsible for payment for any services connected with the event. RSNA has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

Hold Forms Until Housing is Assigned  Send Forms to Hotel Upon Receipt

**I have read, understand and agree to the RSNA Exhibitor Function Space Guidelines. This form will be returned if the box is not checked.**

**Return this form to:**  
RSNA Meetings Department  
820 Jorie Blvd., Suite 200  
Oak Brook, IL 60523-2251  
Fax: 1-630-571-7837  
[meetingservices@rsna.org](mailto:meetingservices@rsna.org)

**For RSNA/Hotel Use Only – Please do not write in this area**

Date Received \_\_\_\_\_

Approved:  Yes  No

**X** Authorized By \_\_\_\_\_ Date \_\_\_\_\_

Hotel \_\_\_\_\_

Contact Person \_\_\_\_\_

Room Assignment \_\_\_\_\_

**Submit by email**

**Print copy of form for your records**

## EXHIBITOR FUNCTION SPACE GUIDELINES

**Deadline: November 11, 2016**

It is the exhibiting company's responsibility to distribute copies of this information to the appropriate company personnel and/or any agents, representatives or contractors involved in planning activities at the RSNA annual meeting. The exhibiting companies requesting space are responsible for the actions of their employees and/or agents and they will be expected to follow all rules and guidelines outlined below. Exhibitor-sponsored meetings may be conducted in conjunction with the RSNA annual meeting under the following guidelines and with the approval of RSNA.

### 1. Type of Function:

- a. **Entertainment/social events:** Receptions or dinners, where there is no formal educational programming, are held in hotels, restaurants, private clubs or other facilities, are limited to a predetermined guest list of not more than 1,000 radiologists, their guests and such other invitees as the exhibitor may wish. (Employees/agents of the host company shall be considered over and above this number.) Cultural events, such as concerts, theater productions and museum events, are subject to the same limitation. These events may not conflict with the official RSNA program or exhibit hours (refer to schedule below). Product and/or equipment demonstrations are prohibited.
- b. **Focus groups:** Meetings that target a specific group of attendees to obtain specific data, must not exceed 50 persons, and may not conflict with the official RSNA program or exhibit hours (refer to schedule below). Product and/or equipment demonstrations are prohibited.
- c. **Staff/company meetings:** Attendance is limited to the staff of the exhibiting company only and should not include professional attendees. No date and time restrictions apply.

For any educational functions that include a formal presentation or procedural instruction, complete a Non-RSNA Satellite Symposium Form.

### 2. Exhibitors may conduct approved functions during the following hours:

Saturday, November 26	Before 12 PM After 5 PM
Sunday, November 27	Before 8 AM After 6 PM
Monday, November 28 – Thursday, December 1	Before 8 AM After 6:30 PM
Friday, December 2	Before 8 AM After 3:15 PM

3. Transportation to and from the event cannot start prior to or end after the designated times. Transportation from McCormick Place ends at 6:45 PM. RPMs is contracted as the RSNA official transportation company. If you need to make transportation arrangements for your function, please contact Jeff LoGioco at 1-401-294-0040.
4. Companies may request function space at any of the RSNA contracted hotels. All space in the convention center is reserved solely for RSNA activities.
5. Any and all charges for services levied by the hotels or other venues are the responsibility of the function sponsor. RSNA is not responsible for payment for any services connected with the event. RSNA has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.
6. Functions found to be in violation of these guidelines shall be immediately discontinued. This agreement is in addition to the contract for exhibit space. All terms, conditions, rules & regulations contained therein remain in full force. The exhibitor waives any rights to claims of damages arising out of enforcement of these guidelines.
7. Cancellation of technical exhibit space results in the immediate release of any assigned function space.
8. Third-Party Organizers: Exhibitors who choose to use a third-party organizer must submit a letter on company letterhead naming the third party as being authorized to handle planning responsibilities on the exhibitor's behalf. No direct requests from third-party organizers will be considered.

### FOR ADDITIONAL INFORMATION, CONTACT:

<b>Sandy Darland</b>		<b>Kristin Corbett</b>
Assistant, Meetings	OR	Manager, Meeting Services
1-630-571-7836		1-630-571-7841
<a href="mailto:sdarland@rsna.org">sdarland@rsna.org</a>		<a href="mailto:kcorbett@rsna.org">kcorbett@rsna.org</a>

All matters and questions not covered by the above guidelines are subject to the discretion of RSNA. These RSNA guidelines may be amended at any time by RSNA, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by RSNA to such parties.

The exhibitor shall protect, indemnify, hold harmless and defend RSNA, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of RSNA, its officers, directors, agents or employees.