

Headquarter Office Space

Deadline: July 31, 2016

Are you in need of additional office space for your staff? Headquarter Office Spaces are available for exhibitors to rent for the entire meeting to use for:

- Company break and lunch room (food service is available through McCormick Place Caterer)
- Check-in point for company staff
- Staff meetings and training

Minimum size is 10' x 10' and can be rented in 100 sq. ft. increments. Headquarter Offices are available in both technical exhibit halls and will be assigned in the same hall as your company's main booth. These offices are restricted to exhibit personnel only; professional attendees are not permitted entry and should not be used in conjunction with booth activities.

Space Rate

\$12.00 per square foot

Additional Charges by General Contractor*

Walls - \$147.50 per meter

Doors - \$186.00 per unit

**Constructed in modular hard wall units, headquarter offices can be custom built and decorated to your specifications. Labor, materials and services are under the control and supervision of the general contractor and will be billed accordingly.*

I. Contact Information (Please print or type)

Company Name _____

Address _____

City _____ State/Province _____ ZIP/Postal Code _____ Country _____

Official Contact _____ Telephone _____ Email Address _____

II. Headquarter Office Sq. Ft. _____ X _____ = _____ sq. ft.

III. Payment Information

Bank Wire Companies may wire payment to:
JP Morgan Chase Bank, NA ABA Transit #: 071000013
10 South Dearborn St. Swift Code: CHASUS33
Chicago, IL 60603 USA Account Number: 4184254

All fees associated with the wire transfer are the responsibility of the exhibiting company (approximately \$20 per wire transfer).

Check By sending your check to us, you authorize RSNA to convert the check into an electronic funds transfer. Please be aware that your bank account may be debited as soon as the same day we receive your payment.

- Credit Card**
- Visa, MasterCard American Express
 Diners Club Discover

Amount due: \$ _____

Card Number _____ Exp Date _____

Name as it Appears on Card _____

Authorized Signature _____

Questions?

Jorie Dydo
Manager: Technical Exhibits
630-571-7851
jdydo@rsna.org

IV. Agreement

I have read, understand and agree to the RSNA Meeting Suite Terms and Conditions.

Print Name _____

Signature Required _____ Date _____

Return your signed order form and payment to:
RSNA Technical Exhibits
820 Jorie Blvd, Oak Brook, IL 60523-2251
Fax: 1-630-571-2198

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

_____/_____/_____
Date Received

Assignment: _____
Date _____ HQ Number _____

Approved by RSNA:

Signature of RSNA Contact _____ Date _____

RSNA Headquarter Office Space Terms and Conditions

I. Order Form

The order form must be signed by an authorized representative of your company and accompanied by payment and completed application which includes requested office size. Any additions, deletions or addenda to the original application must be made in writing and delivered (RSNA via certified registered delivery). No change will be considered without an official written request. Incomplete forms will not be accepted.

II. Eligibility

RSNA Headquarter Offices are available to RSNA 2016 Technical Exhibitors.

III. Space Rate

\$12.00 per square foot* minimum 10x10.

Constructed in modular hard wall units, headquarter offices can be custom built and decorated to your specifications. Labor, materials and services are under the control and supervision of the general contractor and will be billed accordingly.

**Additional charges by General Contractor.*

Walls - \$147.50 per meter

Doors - \$186.00 per unit

IV. Space Payment

Applications must be accompanied by a full payment at the time of submitting the application to RSNA. Payment must be in U.S. funds drawn on a U.S. bank.

Checks should be payable to Radiological Society of North America, Inc.

The RSNA tax identification number is 15-0539115.

Exhibitors may wire transfer payments to:

JP Morgan Chase Bank, NA
10 S. Dearborn St.
Chicago, IL 60603 USA
ABA Transit Number: 071000013
Swift Code: CHASUS33
Account Number: 4184254

All fees associated with wire transfers (approx. \$20.00) are the responsibility of the exhibitor.

Checks should be made payable to Radiological Society of North America, Inc. By submitting your check, you authorize RSNA to convert the check into an electronic funds transfer. Please be aware that your account may be debited as soon as the same day your payment is received. The following credit card will be accepted, American Express, Diner's Club, Discover, MasterCard and Visa

V. Cancellation Policy

Cancellations made before July 31, 2016 will receive a refund. 100% of the total fee will be retained for cancellations received after this date. All cancellations must be made in writing.

VI. Headquarter Office Activities

Headquarter Offices are restricted to exhibit personnel only; professional attendees are not permitted entry and should not be used in conjunction with booth activities.

VII. Insurance & Liability

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.

VIII. Violations and Penalties

Headquarter Office activities 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.

IX. Amendments

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.