Island Booth Approval Form

Deadline: September 2, 2016

All island exhibitors must submit this form with complete scale drawings, both concept and construction, indicating all dimensions including applicable setbacks and supplemental lighting requests, to RSNA by September 2, for basic approval. Plans will be reviewed for general conformity to Rule 9D. Please complete this form and submit with your floor plans indicating heights and applicable setback. See RSNA Rules and Regulations for Exhibit Design guidelines.

When planning your exhibit for RSNA 2016, keep in mind:

- No part of any island exhibit may exceed a height of 24′ from the floor of the exhibit hall.
- All island exhibits are permitted to have hanging signs and banners. These booth elements must be fixed and located within the confines of the booth. Hanging signs or banners between contiguous exhibits will not be considered. Maximum height permitted for hanging signs and banners is 24′ at top.
- All island exhibits should have access from all four sides.
- 20′ wide island exhibits must maintain a 1′ setback of all exhibit structure from the floor to 8′ in height. Reception counters/information kiosks may not be closer than 2′ from the aisle.
- 50′ wide island exhibits must maintain a 2′ setback of all exhibit structure from the floor to 8′ in height. Reception counters/information kiosks may not be closer than 3′ from the aisle.
- 80′ wide island exhibits must maintain a 3′ setback of all exhibit structure from the floor to 8′ in height. Reception counters/information kiosks may not be closer than 4′ from the aisle.
- Exhibit and/or display components exceeding 12′ in height must be approved by a licensed structural engineer. A set of approved floor plans must be accessible during installation of exhibit.
- McCormick Place Facility Guidelines are available at *www.mccormickplace.com*.
- Penalty: Failure to submit Freeform Booth Approval Form by September 2, 2016 may prohibit construction of exhibit.

Exhibiting Company Information

Exhibiting Company _____ Official Contact _____ Title _____

Telephone _____ Fax _____ Email Address _____

Booth Dimensions _____ Highest Point of Exhibit _____ Booth Number _____

Special Request

Hanging Sign

☐ Yes ☐ No

Hanging signs must be in compliance with Rules & Regulations. All signs should be shipped to the Freeman warehouse by November 9 to ensure installation prior to your target move-in assignment.

Lighting (Booth size 1,000 sq. ft. or larger)

Yes	No	
☐	☐	We request to use a Hanging Lighting System (must include diagram)
☐	☐	We request to turn off House Lights above our booth. Exhibitors are

Two-Story/Multilevel Exhibits: Exhibits with a second level will be assessed a surcharge.

Yes	No	
☐	☐	My exhibit includes a second level.

If yes and you have not paid your second level charge, please do so below.

Square feet of second level = _____

x $17.25/sq. ft. (Preferred) or $25.50/sq. ft. (Standard)

Total $ _____

Upon review and floorplan approval, the exhibiting company will be invoiced for the associated second-level rental fees.

I have read, understand and agree to the RSNA Rules and Regulations pertaining to booth design and construction.

Agreed to

X _____

Signature of Main Exhibit Contact Date

Return this signed form and floor plans to:

RSNA Technical Exhibits Department
820 Jorie Blvd.
Oak Brook, IL 60523
exhibits@rsna.org

Deadline: September 2, 2016

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

/ / _____ / / _____

Date Received Response to Exhibiting Company

Approved: ○ Yes ○ No

As noted: _____

Reviewed by:

X _____

Signature of RSNA Contact Date