

Mobile/Transportable Booth Approval Form

Deadline: September 2, 2016

All mobile 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 9E. Please complete this form and submit it with your floor plans indicating heights and applicable setback. See RSNA Rules and Regulations for the complete guidelines for Exhibit Design.

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

- No part of any mobile exhibit may exceed a height of 24' from the floor of the exhibit hall.
- All mobile units 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.

- 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.
- Mobile units must be in compliance with fire prevention codes according to McCormick Place Rules and Regulations, www.mccormickplace.com.
- Mobile units must be accessible according to the Americans with Disabilities Act.
- **Penalty:** Failure to submit Mobile/Transportable Booth Approval Form by September 2 may prohibit construction of exhibit.

Exhibiting Company Information

Exhibiting Company		Official Contact
Telephone	Fax	Email Address
Booth Number	Booth Dimensions	Highest Point of Exhibit

Special Request

Lighting

- 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 responsible for associated costs.

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.

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 booth design floor plan to:

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

Deadline: September 2, 2016

Note: Please allow 7-10 business days for processing

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

/ /	/ /
Date Received	Response to Exhibiting Company
Approved: <input type="radio"/> Yes	<input type="radio"/> No
As noted: _____	

Reviewed by:	
X _____	_____
Signature of RSNA Contact	Date