

# RSNA Meeting Suite Rental

**Deadline: September 30**

RSNA Meeting Suites is the ideal place to meet with staff, customers, and potential clients during the RSNA annual meeting. Conveniently located in both exhibit halls at McCormick Place, they are a great extension of your booth for companies with the need to conduct business privately.

Meeting Suite Options		
Standard Meeting Suite	Meeting Suite with Ceiling	Large Meeting Suite
Size: 13'x13'	Size: 13'x13'	Size 20'x20'
8' hardwall with locking door	8' hardwall with ceiling, fans and lights	8' hardwall with locking door
Carpet	Carpet	Carpet
Conference table	Conference table	Conference table
8 chairs	8 chairs	14 executive chairs
Identifying signage	Identifying signage	Identifying signage
5 amp electrical	5 amp electrical	5 amp electrical
<b>Exhibitor: \$4,250</b>	<b>Exhibitor: \$7,500</b>	<b>Exhibitor: \$8,500</b>
*Non-Exhibitor: \$6,500	*Non-Exhibitor: \$11,000	*Non-Exhibitor: \$12,750

## Food & Beverage

Companies are permitted to have food and beverage service within their Meeting Suite. Alcoholic beverages are strictly prohibited. SAVOR is the exclusive food and beverage provider for McCormick Place. Once your suite is assigned, you'll receive the official catering menu.

## Labor

All Meeting Suite labor, material and services will remain under the control of the general service contractor. Exhibitor Appointed Contractors may be used for internal set-up only, Meeting Suites will be fully constructed by Friday, November 25. At that time, you may begin internal set-up of your suite.

## Meeting Suite Hours

Suites will be available Sunday, November 27 - Wednesday, November 30 between the hours of 8:00 a.m. and 5:00 p.m. and Thursday, December 1 between the hours of 8:00 a.m. and 2:00 p.m. Hosting a meeting with professional attendees outside of Technical Exhibit hours (before 10:00 a.m.) requires an approved VIP Morning Tour Request Form.

## \*Non-Exhibitor Suite Rental

Suites are available to non-exhibiting companies whose products and services are directly related to the teaching and practice of radiology and are subject to approval in its discretion by the RSNA Technical Exhibits Committee. Non-exhibitor rental rates apply. In addition to suite rental, non-exhibitors will receive:

- 5 complimentary exhibitor badges. A \$50 fee will be assessed for each badge produced over this complimentary allotment.
- 5 complimentary guest badge promo-codes to be used for your customers and guests.
- Access to the RSNA Housing System

## Deadline

Deadline to reserve RSNA Meeting Suite is September 30. Rental requests may be considered after this date if space is available.

## Questions?

Jorie Dydo  
630-571-7851  
[jdydo@rsna.org](mailto:jdydo@rsna.org)

## RSNA Meeting Suite Order Form

**Deadline: September 30**

### I. Contact Information (Please print or type)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Official Contact \_\_\_\_\_ Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Onsite Contact \_\_\_\_\_ Telephone (Mobile) \_\_\_\_\_ Email Address \_\_\_\_\_

### II. Meeting Suite Information

#### Standard (13' x 13')

- Exhibitor \$4,250.00  
 Non-Exhibitor \$6,500.00  
 \_\_\_\_\_ # of 13' x 13'

#### Ceiling (13' x 13')

- Exhibitor \$7,500.00  
 Non-Exhibitor \$11,000.00  
 \_\_\_\_\_ # of 13' x 13'

#### Large (20' x 20')

- Exhibitor \$8,500.00  
 Non-Exhibitor \$12,750.00  
 \_\_\_\_\_ # of 20' x 20'

### 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  
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 \_\_\_\_\_ Suite Number \_\_\_\_\_

#### Approved by RSNA:

Signature of RSNA Contact \_\_\_\_\_ Date \_\_\_\_\_

# RSNA Meeting Suite Terms and Conditions

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## **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 suite 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 Meeting Suites are available to RSNA 2016 Technical Exhibitors and non-exhibitors, whose products and services are directly related to the teaching and practice of radiology and are subject to approval in its discretion by the RSNA Technical Exhibits Committee.

## **III. Meeting Suite Rental Rate**

Standard 13'x13': \$4,250 (exhibitor); \$6,500 (non-exhibitor)

Ceiling 13'x13': \$7,500 (exhibitor); \$11,000 (non-exhibitor)

Large 20'x20': \$8,500 (exhibitor); \$12,750 (non-exhibitor)

## **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.

## **V. Cancellation Policy**

Cancellations made before September 30, 2016 will receive a refund. 100% of the total fee will be retained for cancellations received after September 30, 2016. All cancellations must be made in writing.

## **VI. Meeting Suite Activities**

Hospitality, educational sessions and product demonstrations are not permitted inside Meeting Suites. Companies may not assign, sublet or apportion to others the suite allocated. Food and beverage service is permitted.

## **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**

Meeting Suite 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.