

FINAL CHECKLIST:

 **Review your application for accuracy**

 **Sign your application/contract**

 **Include your payment in the form of:**

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. The RSNA tax identification number is 15-0539115.

Exhibitors may wire transfer payment 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 are the responsibility of the exhibiting company (approx. \$20 per wire transfer).

 **Include your current company literature for the
Technical Exhibits Committee to review**

 **Mail all of the above to:**

RSNA Technical Exhibits
820 Jorie Blvd.
Oak Brook, IL 60523-2251
USA

Make a copy of the completed application for your records. **Faxed or e-mailed applications/contracts will not be accepted.**

Applications are not considered until the original signed application is received by RSNA with payment and company/product information.

First Time Exhibitor (Include company literature for committee review) Exhibited under former name: _____

1. Mailing Address: This address will be used to mail all RSNA exhibit-related materials: not for publication.

Company _____		City _____
Address _____		State or Province _____
Address _____	ZIP/Postal Code _____	Country _____

2. Contact Information: Only the designated official contact will receive all RSNA exhibit-related materials. International exhibitors should also designate a U.S.-based contact, if available. Please furnish mobile phone numbers for use during onsite operations.

Official Contact _____		Job Title _____
Telephone (Business) _____	Telephone (Mobile) _____	E-mail Address _____
Secondary Contact _____		Job Title _____
Telephone (Business) _____	Telephone (Mobile) _____	E-mail Address _____

3. Booth Space: Select booth type, dimensions, special requests and location. **Note:** RSNA cannot guarantee corners or premium booths at time of assignment. If your selected booth number is not available at the time of assignment, RSNA will contact the Official Contact with options.

Booth Type	Dimensions	Premium Inline*	Number of Corners	Booth Number		Hall Location
Booth 1 _____	_____ X _____	<input type="checkbox"/>	(_____)	_____ (1st choice)	_____ (2nd choice)	_____
Booth 2 _____	_____ X _____	<input type="checkbox"/>	(_____)	_____ (1st choice)	_____ (2nd choice)	_____

* Premium Inline Booths are indicated on the floor plan and will be assessed the rental rate of \$37.00 per sq. ft.

Yes! I would like to enhance my exhibitor listing Premium Listing: \$595 (Includes company logo, banner image, and company description)
 Premium Plus Listing: \$895 (All of the above, and also includes a digital banner in the Technical Exhibits Showcase on the home page of Meeting Central)

4. Payment:

Technical Exhibit Space: _____	square feet	X \$34.50 = \$ _____
Premium Inline Booth(s): _____	square feet	X \$37.00 = \$ _____
Corner(s) Requested: _____	number of corners	X \$500.00 = \$ _____
Premium / Premium Plus Listing: _____		\$ _____
	Total	\$ _____
	Full Payment Required	\$ _____

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 fee 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

Exhibitor agrees to abide by the Terms and Conditions and the 2016 Exhibitor Rules and Regulations which are made a part of this contract by reference and are fully incorporated herein. The undersigned is empowered to enter into contracts on behalf of the exhibiting company. This is not a binding contract until signed by RSNA.

X _____
 Signature of Exhibitor Representative Date

Amount due: \$ _____

X _____
 Radiological Society of North America Date

Card Number _____ Exp Date _____

For RSNA Use Only				
Date Received	VIA	Batch #	CO Number	Points

Name as it Appears on Card _____

X _____
 Authorized Signature

RSNA TECHNICAL EXHIBIT SPACE TERMS AND CONDITIONS

I. Application for Technical Exhibit Space

The application/contract must be signed by an authorized representative of your company and accompanied by a deposit of at least 25%. Additions, deletions or addenda to the original application must be made using the RSNA Technical Exhibit Space Change Form. No changes will be considered without an official written request. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

II. Exhibit Eligibility

Medical devices and/or drugs which are subject to approval by the United States Food and Drug Administration or other government agency and which are to be exhibited at the RSNA meeting must be approved by the FDA or the appropriate agencies or authorities of the federal, state or local government. Devices not fully approved, or which qualify for an Investigational Device Exemption (i.e., PMA and/or 510(k) devices), must be identified as such to RSNA at the time of application. Likewise, medical devices and/or drugs to be exhibited which, under United States law, may be offered for sale outside the United States must be identified as such to RSNA at the time of application. Failure to disclose this information at the time of application may result in loss of exhibit space and forfeiture of all monies paid to RSNA. All products and services to be exhibited must be directly related to the teaching or practice of radiology and are subject to approval in its discretion by the RSNA Technical Exhibits Committee. Exhibitors participating for the first-time must submit current company or product literature. Exhibitors may display only those products and services which they regularly manufacture or distribute. Applications deemed ineligible by the RSNA Technical Exhibits Committee will be returned with exhibit space funds on deposit.

III. Exhibitor's Representatives

The application signatory or his/her designee shall be the official representative of the exhibitor, certify representatives and act on behalf of the exhibitor in all negotiations. Notification of violations of rules and regulations, which may result in immediate or future penalties to the exhibiting company, shall also be made in writing to the Chief Executive Officer.

IV. Exhibit Space Rental Rates

Space will be rented according to the categories listed below.

Preferred Exhibitor Space Rate: \$34.50 per square foot, plus \$500 for each corner assigned.

Premium Inline Space Rate: \$37.00 per square foot, plus \$500 for each corner assigned

Preferred Exhibitor status is offered to exhibitors who continually support RSNA by repeating their attendance at the annual meeting and by complying with the Exhibitor Rules and Regulations. These companies are awarded Preferred Exhibitor status, as are all first-time exhibitors.

Standard Exhibitor Space Rate: \$51.75 per square foot, plus \$750 each corner.

Any company that has exhibited at any RSNA annual meeting in the last five years and has been found in violation of RSNA Exhibitor Rules and Regulations at the most recent RSNA meeting at which it exhibited will be charged the standard exhibit space rate. Written notification of violation(s) and exhibitor status will be sent to the official representative and Chief Executive Officer of the exhibiting company prior to the online posting of the Technical Exhibit Space Application/Contract for the next annual meeting.

Additional charges:

Aisles between contiguous spaces of the exhibitor will be rented at a rate of \$17.25 per square foot (\$26.00 per square foot for Standard Exhibitors). All setback rules outlined in Rule 9 of the Exhibitor Rules and Regulations apply to this area.

Second-level Exhibits: Two-story exhibits will be assessed a surcharge of \$17.25 per square foot (\$26.00 per square foot standard exhibitors) on the total square footage of the second level.

Headquarter office space will be rented at a rate of \$12.00 per square foot (\$18.00 for Standard Exhibitors). Construction costs are separate. Walls and doors are billed by Freeman, the official contractor of the RSNA annual meeting.

Meeting Suites are available for a full meeting rental for \$4,250 (13'x13'), \$8,500 (20'x20') or \$12,000 (10x20 - Executive) to hold private meetings. Education and product demonstrations are not permitted inside the Meeting Suites.

V. Assignment of Exhibit Space

Exhibit space assignments will be conducted as outlined in the RSNA 2016 Booth Space Selection Process posted on the RSNA Website.

Point system, exhibitor status and exhibitor's preference or proximity to other exhibiting companies will be taken into consideration in determining booth location, subject to availability of space, booth design, configuration and services required such as water, drain and electricity. The preferences indicated are for guidance only and are not guaranteed.

RSNA reserves the right to rearrange the floor plan at any time. RSNA reserves the right to relocate exhibitors should it become necessary for causes beyond the control of RSNA or advisable in the best judgment of RSNA.

VI. Exhibit Space Payment Schedule

Technical Exhibit Space Applications/Contracts received during the on-site exhibit space selection process (November 30 - December 2, 2015) must be accompanied by a 25% deposit of the total rental fee in U.S. funds drawn on a U.S. Bank. Exhibitors may also pay the entire amount at this time.

Payments should be made following these guidelines:

•For applications/contracts submitted by March 31, 2016, 25% of the exhibit space rental fee is due immediately. By April 1, 2016, an additional 25% is due for a total of 50% of the exhibit space cost. The remaining balance is due by July 1, 2016.

•For applications/contracts submitted between April 1 and June 30, 2016, 50% of the exhibit space rental fee is due immediately. The remaining balance is due by July 1, 2016.

•For applications/contracts submitted after July 1, 2016, 100% of the exhibit space rental fee is due immediately.

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VII. Cancellation/Refund of Exhibit Space Fees

Written notification of cancellation or reduction of exhibit space must be received by the RSNA Technical Exhibits Department on or before the dates specified below, and is subject to the following refund provisions as outlined in the Exhibit Space Payment policy.

•If space is canceled or reduced before December 31, 2015, a full refund will be made or credit issued for the amount of space that has been reduced.

•If space is canceled or reduced between January 1, 2016, and March 31, 2016, 25% of the rental fee for the canceled space will be due to RSNA.

•If space is canceled or reduced between April 1, 2016, and June 30, 2016, 50% of the rental fee for the canceled space will be due to RSNA.

•If space is canceled or reduced after June 30, 2016, the exhibitor shall remain liable to RSNA for the total rental fee for the space canceled.

Refunds for reduced space will not be remitted until after RSNA 2016 has occurred and issued in the same form as received. Wire transfer payments will be refunded via check in U.S. dollars. Space not claimed and occupied prior to 1:00 p.m. on Saturday, November 26, 2016, for which no special arrangements have been made with RSNA, may be resold or reassigned by RSNA without obligation on the part of RSNA to refund exhibit fees, and without obligation to assign the contracted exhibitor to another space.

VIII. Subletting of Space

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

IX. Insurance and Liability

The exhibitor shall be fully responsible for any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person or any loss of or damage to property where such injury, loss or damage is incident to, arises out of, or is in any way connected with exhibitor's participation in the exhibition (except as otherwise provided in the Lease Agreement between RSNA and McCormick Place). It is the exhibitor's sole responsibility to obtain, at its own expense, any or all licenses and permits to comply with all federal, state and local laws and city of Chicago ordinances for any activities conducted in association with or as part of the RSNA annual meeting. 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 attorney's 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.

Exhibitors must maintain general public liability insurance against claims for personal injury, death or property damage incident to, arising out of or in any way connected with the exhibitor's participation in the exhibition, in an amount of not less than \$2 million for personal injury, death or property damage in any one occurrence. Such insurance must include coverage of the indemnification obligations of the exhibitor under the Exhibitor Rules and Regulations must cover RSNA as an additional named insured. Each exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the exhibitor deems appropriate.

Any policy providing such property insurance must contain an express waiver by the exhibitor's insurance company of any right of subrogation as to any claims against RSNA, its officers, directors, agents or employees. All agents or representatives performing services at McCormick Place directly for an exhibitor, other than the exhibitor's employees, must provide RSNA with original certificates of insurance at the same time a request for an exception under Rule 7 of the RSNA Exhibitor Rules and Regulations is made. In the event any part of the exhibit hall is destroyed or damaged so as to prevent RSNA from permitting an exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in the event occupation of assigned space during any part or the whole of the exhibition period is prevented by strikes, acts of God, national emergency or other causes beyond the control of RSNA, the exhibitor will be charged for space during the period it was or could have been occupied by the exhibitor; and exhibitor hereby waives any claim against RSNA, its directors, officers, agents or employees for losses or damages which may arise in consequence of such inability to occupy assigned space, it's sold claim against RSNA being for a refund of rent paid for the period it was prevented from using the space.

X. Exhibitor Rules and Regulations

The exhibitor understands and agrees that the RSNA 2016 Exhibitor Rules and Regulations, posted on the RSNA Website, are an integral and binding part of this contract.