

## RSNA Vendor Workshop Application/Contract

Deadline: July 30, 2014. After this date, inclusion in promotions and publications is not guaranteed.

**Vendor Workshops** are hands-on workshops taught and equipped by exhibiting companies. Workshops are conducted on the vendor's own proprietary system where attendees have the opportunity to gain practical first-hand knowledge from experts in the field of radiology. Workshops are located within the Technical Exhibition. Hours of operation are Sunday, November 30 – Wednesday, December 3, from 10:15 a.m. to 5:00 p.m. and Thursday, December 4, from 10:15 a.m. to 2:00 p.m. CME credit is not available for these workshops.

### Guidelines

1. Vendor will rent space, provide staffing and equipment and be required to follow the 2014 Exhibitor Rules and Regulations established by RSNA.
2. Vendor is encouraged to demonstrate radiology information systems, PACS, enterprise-wide information integration and other learning applications.
3. The emphasis of each workshop is education. Sales activities are limited to the technical exhibition.
4. Workshops may not exceed 30 workstations.
5. Workshops must adhere to designated days and hours of operation.
6. Classrooms are limited to 30 participants each.
7. Vendor is responsible for overseeing registration, admittance, survey distribution and collection and workshop cleanliness. Room monitors will not be provided.

### Presenters

Physicians may present a Vendor Workshop session under the following criteria:

1. Topics must relate specifically on how to use Vendor's imaging equipment and product for specific clinical applications.
2. No honoraria for physician presenters will be allowed.
3. CME cannot be offered.
4. Titles, learning objectives and speakers must be submitted to RSNA for review and approval.

### Classroom:

Two classroom sizes are available, 32' wide x 40' deep and 40' wide x 40' deep. Classroom is fully enclosed with 9' high gray wall panels, carpeting, ceiling, locking door and HVAC. Walls may be increased to 12'. Additional charges by general contractor will apply.

Sign including each workshop session title and vendor name will be positioned outside the classroom. Workshop host may work with the general contractor (Freeman) on any exterior branding design but it must be submitted to RSNA for review by September 5.

Each vendor is responsible for all drayage, shipping, furniture rental, AV service, classroom security and all other exhibition services (electrical, decoration, etc.), which can be obtained through the Exhibitor Service Kit. This Service Kit will be available online on or about July 14.

### Location

Workshops are located within the Technical Exhibition, Halls A & B. Workshop will be located in the same exhibit hall as your company's Technical Exhibit booth. To maximize the location near your exhibit, application must be received by April 25. After April 25, location will be determined by best available location at the time of application.

### Course Ticketing

Vendor will be responsible for coordination of registration and ticketing of workshop attendees. Vendor contact information should be shared with RSNA to assist with the registration process. Course schedule and company contact information will be posted on the RSNA meeting website, [RSNA2014.RSNA.org](http://RSNA2014.RSNA.org). Vendors may not charge a fee to attendees.

### Evaluations

Vendor may evaluate their courses at the conclusion of each session. Vendor is responsible for creating, distributing & collecting any evaluation.

### Promotion

RSNA will promote workshop sessions in:

- A. Annual Meeting website ([RSNA2014.RSNA.org](http://RSNA2014.RSNA.org))
- B. *RSNA Meeting Program* (printed)
- C. Onsite signs

### Hours of Operations

**Sunday, November 30 – Wednesday, December 3**  
10:15 a.m. – 5:00 p.m.

**Thursday, December 4**  
10:15 a.m. – 2:00 p.m.

### Deadline

The application deadline is July 30. After this date, inclusion in the printed meeting program is not guaranteed.

### Fees and Payment

The fee per classroom is \$16.75 per square foot for RSNA 2014 Preferred Exhibitors.

- Cost for 32' x 40' workshop is \$21,440.00;
- Cost for 40' x 40' workshop is \$26,800.00.

A non-refundable deposit of 25% is required with each submitted Vendor Workshop application. The balance is due by August 8.

### Questions:

If you have any questions regarding the Vendor Workshop option at RSNA 2014, contact RSNA Technical Exhibit Services at 1-630-571-7850 or [exhibits@rsna.org](mailto:exhibits@rsna.org).



## RSNA Vendor Workshop Titles and Schedules

Deadline: July 30, 2014. To be submitted with Vendor Workshop Application/Contract

### INSTRUCTIONS

For each session title, please list a 50 – 75 word description and a workshop time. Workshop sessions may run between 10:15 a.m. and 5:00 p.m. Sunday, November 30, through Wednesday, December 3, and between 10:15 a.m. and 2:00 p.m. on Thursday, December 4. Copy this page to include additional titles and learning objectives if necessary. This schedule will be published in the *RSNA Meeting Program* (print) if received by July 30, 2014. A Word document can be submitted in lieu of this form.

**Title:**

Description:

Speaker (s):

Session day	Session start time	Session end time
Session day	Session start time	Session end time
Session day	Session start time	Session end time
Session day	Session start time	Session end time

**Title:**

Description:

Speaker (s):

Session day	Session start time	Session end time
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Session day	Session start time	Session end time

## RSNA Vendor Workshop Terms and Conditions

For the purposes of the RSNA Vendor Workshop Terms and Conditions, companies hosting and conducting Vendor Workshops shall be referred to as “vendor” and “vendors”.

### I. Application/Contract

The application/contract must be signed by an authorized representative of your company and accompanied by a 25% non-refundable deposit, a complete list of title(s), learning objectives and length of each workshop. Any additions, deletions or addenda to the original application must be made in writing and delivered to RSNA via certified registered delivery. No change will be considered without an official written request. INCOMPLETE WORKSHOP APPLICATIONS WILL NOT BE ACCEPTED.

### II. Eligibility

The RSNA Radiology Informatics Committee (RIC) has developed the following guidelines for operating Vendor Workshops during the RSNA annual meeting:

- Educational workshops will be taught and equipped by vendors.
- All products and services demonstrated must be directly related to the teaching or practice of radiology and are subject to approval by the RIC in its discretion.
- The vendor will rent the space and provide staffing and equipment but will be required to follow the 2014 Exhibitor Rules and Regulations established by RSNA.
- RSNA will monitor conformance with the established Rules and Regulations.

### III. Representatives

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

### IV. Rental Rate

Workshop Space Rate: \$16.75 per square foot.

### V. Space Payment Schedule

Applications must be accompanied by a non-refundable deposit in U.S. funds drawn on a U.S. bank for 25% of the total workshop rental fee.

Checks should be payable to Radiological Society of North America, Inc. The RSNA tax identification number is 15-0539115.

#### Vendors 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 vendor.

Vendor Workshop space must be fully paid by August 8, 2014.

Applications for companies that have outstanding balances from any previous year due to RSNA, its contractors or suppliers will not be processed without full payment of delinquent and current accounts.

Applications from companies that have canceled after the deadline in any previous year require full payment at the time of application.

### VI. Cancellation of Workshop

If space is canceled after June 24, 2014, a vendor shall remain liable to RSNA for the total rental fee for the space canceled.

Workshop space not claimed and occupied prior to 1:00 p.m. Saturday, November 29, 2014, for which no special arrangements have been made with RSNA, may be reassigned by RSNA without obligation on the part of RSNA to refund fees and without obligation to assign the vendor to other workshop space.

### VII. Subletting of Space

Vendors may not assign, sublet or apportion to others the whole or any part of the workshop space allocated, and may not demonstrate products or services other than those they directly market.

### VIII. Insurance & Liability

The vendor 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 the vendor's participation in the exhibition (except as otherwise provided in the lease agreement between RSNA and McCormick Place). It is the vendor's sole responsibility to obtain, at its own expense, any and 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 vendor 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.

Vendors 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 vendor's participation in the workshops, in an amount of not less than \$1 million for personal injury, death or property damage in any one occurrence. Such insurance must include coverage of the indemnification obligations of the vendor under the Rules and Regulations and must cover RSNA as an additional named insured. Each vendor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the vendor deems appropriate. Any policy

providing such property insurance must contain an express waiver by the vendor'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 a vendor, other than the vendor'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 the company 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 cause beyond the control of RSNA, the vendor will be charged for space during the period it was or could have been occupied by vendor; and vendor 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, its sole claim against RSNA being for a refund of rent paid for the period it was prevented from using the space.

### IX. RSNA Workshop Rules & Regulations

The vendor understands and agrees that the RSNA 2014 Exhibitor Rules and Regulations, which are posted on the RSNA website, are an integral and binding part of this contract.