First-time Exhibitor Webinar
Agenda

01 RSNA Topics
Navigating Exhibitor Website and Portal

02 Pre-Show Planning
Show Services

03 Cost Saving Tips
Freeman Services

04 On-Site Tips
Freeman Assistance

05 Questions?
Freeman and RSNA Team
Planning Your Exhibit web page

Bookmark this page

URL: https://www.rsna.org/annual-meeting/exhibitors-and-sponsors/planning-your-exhibit

- The Essentials
- Planning Your Booth
- Maximizing Your Success
- Planning Your Stay

Link to Dates and Deadlines
First-Time RSNA Exhibitors web page

How to find it:

Home Base

Overview

Most Important Things (with links)

Tips

Contact Info
RSNA Exhibitor Portal

How to find it:

Planning your exhibit

We’ve prepared these essential resources to help you plan strategically and maximize your success at RSNA 2021. View important logistical information to keep you on task and organized, and access key marketing and promotional tools to help you gear up for a successful show.

Questions? Contact our Exhibition Services team.

Important dates and deadlines
Build a timeline of critical dates to ensure you don’t miss important deadlines and opportunities.

Get ready for RSNA 2021

The essentials
- RSNA 2021 exhibitor portal
- Hotel reservations
- Badge registration
- Rules and regulations
- Floor plan

Maximizing your success
- First-time RSNA exhibitors
- Virtual opportunities
- Exhibitor best practices
- International exhibitors guide
- Sponsorship opportunities
- Meeting and function space rental
- Logos & promotional tools
Welcome to the RSNA 2021 Exhibitor Portal

Please login with your Exhibitor ID and Password below. If you have problems logging in please contact us toll free at 888-527-8823 or 513-527-8823.

Exhibitor Sign-In

Exhibitor ID: [ ]
Password: [ ]
Your Name: [ ]

Login

Forgot ID or password?
Exhibitor Contacts

Keep your contacts up-to-date in the exhibitor portal

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Primary Contact</td>
<td>Only one that can receive login credentials</td>
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<tr>
<td></td>
<td>Receives all emails</td>
</tr>
<tr>
<td>Secondary Contact</td>
<td>Receives newsletters, webinar invitations, reminder emails</td>
</tr>
<tr>
<td>Marketing Contact</td>
<td>Receives newsletters, webinar invitations, reminder emails</td>
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<tr>
<td>Accounting Contact</td>
<td>CC'd on invoices</td>
</tr>
<tr>
<td>EAC Contact</td>
<td>Receives booth approval status notifications</td>
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</tbody>
</table>
RSNA Exhibitor Portal

Invoices and payments
Exhibitor Listing
Update Contacts/Company Info
Reserve Hotel Rooms
Register for Exhibitor Badges
Order Meeting Suite or Virtual Package
Upload COI
Exhibitor Newsletter Archives
Exhibitor Checklist
Exhibitor Checklist

- See due dates (including advance rate pricing deadlines)
- Search for tasks and forms
- Request email reminders
- Add your own custom tasks for RSNA 2021
- Filter, sort and add notes to items
- Hide forms you don’t need
- Mark tasks complete

Exhibitor Checklist Demo (video)
Pre-show Planning

Begin 45+ days from the 1st move-in date*

*Check your assigned Target Move-In date
<table>
<thead>
<tr>
<th>Carpet &amp; Flooring + Furnishings</th>
<th>Electrical &amp; Utilities</th>
<th>Custom Exhibit Rentals &amp; Event Technology Rentals</th>
<th>Graphics &amp; Signs Design Printing Installing</th>
<th>Booth Cleaning Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation &amp; Dismantle Labor</td>
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<td></td>
<td>Labor &amp; Rental of Machine Equipment</td>
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<td>Overhead Rigging Hanging Signs</td>
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<td>Material Handling &amp; Shipping Services</td>
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To order go to freeman.com >
Custom Exhibit Rentals

Small, medium, or large — go from idea to exhibit with ease.
Freeman Transportation

All-Inclusive Pricing
One Convenient Invoice
On-Site Transportation Experts
Reliable Customer Service
800.995.3579 for a quote
## Specialty Contractors: Additional Service Providers

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Specialties</th>
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<tbody>
<tr>
<td>Floral Exhibits LTD</td>
<td>- Photographic services</td>
</tr>
<tr>
<td>Oscar &amp; Associates Photography</td>
<td>- Custom fabrication services</td>
</tr>
<tr>
<td>Datasis Audio Visual Computer Rental</td>
<td>- Audio-visual services</td>
</tr>
<tr>
<td>Rock-it Cargo Fairs &amp; Exhibitions (formerly Rogers Worldwide) International Shipping &amp; Customs</td>
<td>- Cargo &amp; logistics services</td>
</tr>
<tr>
<td>CDS Lead Retrieval</td>
<td>- Lead management services</td>
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<tr>
<td>Savor Exhibit Catering &amp; Bottled Water Service</td>
<td>- Catering &amp; beverage services</td>
</tr>
<tr>
<td>Chicago Talent Network Booth Personnel</td>
<td>- Booth personnel services</td>
</tr>
<tr>
<td>United Security Services</td>
<td>- Security services</td>
</tr>
<tr>
<td>McCormick Place/SMG Telephone Internet</td>
<td>- Telecommunications services</td>
</tr>
</tbody>
</table>
RSNA First-Time Exhibitor Pavilion

Exhibit Package Includes:

- Header panel featuring company name
- Special pavilion callouts
- Overhead signage directing attendees to the area
- Special identifier in exhibitor listing
- Grey carpeting
- 30-inch black table (round) and two chairs
- Wastebasket
- 10 amp electrical service
- Complimentary Wi-Fi
- One-time booth vacuuming service
- Five (5) complimentary exhibitor badges per 100 sq. ft. of exhibitor space
- Five (5) complimentary one-day guest badges
- Special housing rates in RSNA’s hotel block

Freeman provides exhibitors in the RSNA First-Time Exhibitor Pavilion a 10% discount on all non-exclusive services, including audio visual and the purchase of additional booth furnishings and graphics or upgraded carpeting.

Exclusive services to Freeman (including electrical, material handling and cleaning) are excluded.
Important Dates & Times

PRE-SHOW

Freeman Advance Order Discount Deadline:
Thursday, October 21, 2021
(Cost Savings)

Advance Warehouse Freight Receiving Begins:
Thursday, October 21, 2021
(Cost Savings)

Last Day For Advance Warehouse Freight:
Wednesday, November 10, 2021

Send Hanging Signs to Advance Warehouse:
No later than Monday, November 10, 2021
(Cost Savings)
### EXHIBITOR MOVE-IN

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Thursday, November 18, 2021</td>
<td>8 AM - 4:30 PM (Targeted)</td>
<td>(North Building Only)</td>
</tr>
<tr>
<td>Friday, November 19, 2021</td>
<td>8 AM - 4:30 PM (Targeted)</td>
<td></td>
</tr>
<tr>
<td>Saturday, November 20, 2021</td>
<td>8 AM - 4:30 PM</td>
<td>(No Freight Deliveries)</td>
</tr>
<tr>
<td>Sunday, November 21, 2021</td>
<td>HALL IS DARK</td>
<td></td>
</tr>
<tr>
<td>Monday, November 22, 2021</td>
<td>8 AM - 4:30 PM (Targeted)</td>
<td></td>
</tr>
<tr>
<td>Tuesday, November 23, 2021</td>
<td>8 AM - 4:30 PM (Targeted)</td>
<td></td>
</tr>
<tr>
<td>Wednesday, November 24, 2021</td>
<td>8 AM - 4:30 PM (Targeted)</td>
<td></td>
</tr>
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<td>Thursday, November 25, 2021</td>
<td>HALL IS DARK</td>
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</tr>
<tr>
<td>Friday, November 26, 2021</td>
<td>8 AM - 4:30 PM (Targeted)</td>
<td></td>
</tr>
<tr>
<td>Saturday, November 27, 2021</td>
<td>8 AM – 4:30 PM</td>
<td></td>
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### IMPORTANT:

- No Freight Deliveries will be accepted on Saturday, November 20, 2021.
- No move-in activities on Hall Dark Days.
- Overtime rates will apply on Saturday, November 20 & 27, 2021.
- All exhibits must be fully installed by Saturday, November 27, 2021 4:30 PM.
Assigned Target Dates & Times

- Assigned target dates available on www.freeman.com>ordering and www.rsna.org
- For show site shipments target dates apply to display & exhibit materials not product
- The target date & time applies to when carriers need to check-in the marshalling yard
Important Dates & Times

EXHIBIT HOURS & MOVE-OUT

Exhibit Hours:
Sunday, November 28 – Wednesday, December 1
Daily 10 AM – 5 PM*

Empty Return:
Up to 6 hours
*Labor will start at 5 PM. Motorized equipment not allowed until aisle carpet is rolled up.

Move-Out:
Wednesday, December 1 – Monday December 6, 2021 (times vary)

Saturday, December 4 (No Freight Loading)
Sunday, December 5 (Hall is Dark)

Carrier Check-in:
No later than Monday, December 6 at 8 AM
PERMITTED:
An exhibitor or full-time company employee may do work within their booth and are permitted to use hand tools and ladders. Set-up and plug in exhibitor’s electrical equipment.

EXCLUDED:
The use of forklifts, pallet jacks, condors, scissor lifts, motorized dollies or hydraulic equipment is not permitted.
Electrical Tips

• Order in Advance
• Advanced orders installed prior to arrival*
• Include Floor Plan with details including Booth Orientation
• On-Site Contact Information
• Location & load of main power drop and outlets
• Freeman supplied flooring will be installed prior to arrival*
• Usage guidelines provided in the Exhibitor Manual

*Per target move-in assignment
Outbound Shipping Form

Material Handling Agreement and shipping labels will be delivered directly to your booth.
Material Handling
Shipping vs Material Handling

**before event**
- from your location or previous event
- advance warehouse

**during event**
- your exhibit
- venue dock

**after event**
- to your location or next event
Material Handling & Labels

• Visit FreemanOnline®

• Freeman.com > Find show & order

• Access Material Handling & Labels section

• Outbound Paperwork: Post Show Material Handling Agreement request and return shipping labels

• Shipping labels: shipping labels to the warehouse and/or show site

• Hanging Sign Shipping Labels
McCormick Place allows exhibitors to unload/load from Privately Owned Vehicles also known as POVs.

For more information:
http://mccormickplace.com/exhibitors/asuv.php
Cost Saving Tips
Cost Saving Tips

- Order both online and by the deadline date (October 21, 2021)
- Shipping to the advance warehouse
- Shipments 10 lbs. and under are no charge
- Schedule labor on straight time and order in advance
- Ensure booth install/dismantle instructions are located in crates
- Shipping hanging signs to the advance warehouse
- Pay attention to shipping deadlines
On-Site Tips
When you arrive

1. Confirmations:
   - Freight Tracking
   - Services Ordered
   - Registration

2. Clothing:
   - Wear Comfortable shoes
   - Exhibit hall A/C not in use during install

3. Check Exhibit Space:
   - Furnishings
   - Utilities
   - Freight

4. Labor:
   - Check-in at Freeman Service Desk

5. Service Desk:
   - Obtain empty stickers
   - Additional requests
Need Help? 
Contact us…

PHONE:
Tel 1-888-508-5054
8 AM – 5 PM CT (M-F)

LIVE CHAT:
www.Freeman.com

EMAIL:
ExhibitorSupport@freeman.com

TO ORDER:
www.Freeman.com >

HEALTH AND SAFETY:
Freeman Products, Services & Resources
RSNA 2021 Health and Safety