



RSNA[®] 2021

REDEFINING RADIOLOGY

November 28 to December 2

First-time Exhibitor Webinar



RSNA[®] 2021
REDEFINING RADIOLOGY

November 28 to December 2

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>

RSNA
Radiological Society
of North America

Search News About Donate Login

Membership Annual Meeting Journals Education Research Practice Tools COVID-19

Home | Exhibitors and sponsors | Planning your exhibit

Exhibitors and sponsors

- Why exhibit
- Exhibit spaces
- Exhibitor portal
- Floor plan
- Badge Registration
- Hotel and travel information
- Planning your exhibit**
 - Exhibitor best practices
 - First-time RSNA exhibitors
 - International exhibitor guide
 - Exhibitor Service Kit
 - Meeting and function space rental
 - Logos promotional tools
 - Target move-in assignments
- Dates and deadlines
- Sponsorship opportunities
- Become a corporate sponsor
- Contact

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.

Please note: We have recently updated our health and safety protocols for the meeting. RSNA will require proof of vaccination from all meeting attendees, RSNA staff and exhibitor personnel prior to the meeting or upon admittance to McCormick Place. Acceptable vaccines are those with U.S. Food & Drug Administration (FDA) or World Health Organization (WHO) approval or emergency use authorization. Additional details on vaccine verification methods will be provided at a later date. In addition, face masks will be required in all public indoor spaces.

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.

[View deadlines](#)

Get ready for RSNA 2021

<h4>The essentials</h4> <ul style="list-style-type: none">RSNA 2021 exhibitor portalHotel accommodations	<h4>Maximizing your success</h4> <ul style="list-style-type: none">First-time RSNA exhibitorsVirtual opportunities
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- 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:

RSNA®
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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

Home Base

Overview

Most Important
Things (with links)

Tips

Contact Info

RSNA Exhibitor Portal

How to find it:

The screenshot shows the RSNA Exhibitor Portal website. The top navigation bar includes links for Search, News, About, Donate, and Login. The main navigation menu lists Membership, Annual Meeting, Journals, Education, Research, Practice Tools, and a COVID-19 button. The left sidebar contains a list of links under 'Exhibitors and sponsors' and 'Planning your exhibit'. The 'Exhibitor portal' link is circled in red. The main content area is titled 'Planning your exhibit' and includes a paragraph about resources for RSNA 2021, a link to contact the Exhibition Services team, and a section for 'Important dates and deadlines' with a 'View deadlines' button. Below this is a section titled 'Get ready for RSNA 2021' with two columns of links. The 'RSNA 2021 exhibitor portal' link in the 'The essentials' column is circled in red.

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Get ready for RSNA 2021

The essentials

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- [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](#)

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- [Exhibitor Service Kit](#)
- [Meeting and function space rental](#)
- [Logos promotional tools](#)
- [Target move-in assignments](#)

Dates and deadlines

Sponsorship opportunities

Become a corporate sponsor

Contact

RSNA Exhibitor Portal



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?](#)

powered by  mrs

Map Your Show is an official vendor of RSNA 2021

Freeman


Exhibitor Contacts

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

Contact Type	
Primary Contact	Only one that can receive login credentials Receives all emails
Secondary Contact	Receives newsletters, webinar invitations, reminder emails
Marketing Contact	Receives newsletters, webinar invitations, reminder emails
Accounting Contact	CC'd on invoices
EAC Contact	Receives booth approval status notifications

RSNA Exhibitor Portal

107TH SCIENTIFIC ASSEMBLY AND ANNUAL MEETING
November 28 to December 2 | McCormick Place, Chicago

**RSNA® 2021**
REDEFINING RADIOLOGY
November 28 to December 2

[Contact Us](#) | [Event Webpage](#) | [Logout](#)


RSNA Imaging in AI
Booth(s): 4529

Activity
[What is this?](#)


9
[Views](#)

0
[Clicks](#)


0
[Leads](#)

**Exhibitor Checklist**


- Access exhibitor kit
- Update Exhibitor Listing
- Manage tasks and forms

**Exhibitor Information**


- [Update Company Contact Information](#)

**Purchase Additional Items**


- Exhibitor Meeting Suites
- Headquarter Space
- Upgrade Online Directory Packages (Including Virtual / Virtual+)

**Exhibitor Registration**


- Register booth staff
- Send guest passes
- Purchase attendee lists

**Hotel Reservations**


Click here to reserve your hotel rooms, request room blocks and hotel suites

**Exhibitor Sponsorship Opportunities**


Learn more about how you can build brand recognition and drive traffic to your exhibit space.

**Booth Payment Options**


- Make a payment online
- Download your invoice

**Exhibitor Newsletters**


Click here to view the 2021 Exhibitor Newsletters

**Download Contract**

Click here to download a copy of your booth sales contract.

**Share Your Show Presence**

Click here to generate a link to your listing and online booth.

**Change Password**

Change your Password for the Exhibitor Dashboard.

[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

The screenshot displays the 'Exhibitor Checklist' interface. On the left is a 'SELECT CATEGORY' sidebar with a list of categories including 'Exhibitor Listing', 'Facility Information', and various 'Freeman' services. The main area is titled 'Checklist Items' and features a search bar with the placeholder 'Search the checklist' and a magnifying glass icon. Below the search bar, there are filters for 'Checklist Items' (94), 'Completed' (0), and 'Hidden' (0). A 'Filter Items By' section includes buttons for 'Show All', 'To-Do Items', and 'Information Only'. A 'Sort Items By' section has radio buttons for 'Items A - Z' (selected) and 'Due Date'. The checklist items are listed in a table-like format with columns for the item name, 'HIDE' button, and 'NOTE' button. The items include 'Advance Warehouse Shipping Labels', 'ASUV Guidelines', 'ASUV Program', 'Audio Visual Brochure', 'Audio Visual Order Form' (with a 'More Info' link and 'EARLY DUE DATE 10/21/2021'), 'Beep Program', and 'Bill of Rights'. Each item has a 'HIDE' button and a 'NOTE' button. The 'Audio Visual Order Form' item also has a 'REMINDER' button.

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 \(video\)](#)

Q&A

Pre-show Planning

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

*Check your assigned Target Move-In date

Official Service Contractor

**Carpet & Flooring
+ Furnishings**

**Electrical &
Utilities**

**Custom Exhibit
Rentals &
Event Technology
Rentals**

Graphics & Signs
Design
Printing
Installing


**Booth Cleaning
Services**

**Installation &
Dismantle Labor**

**Labor & Rental of
Machine
Equipment**
Overhead Rigging
Hanging Signs

**Material
Handling &
Shipping Services**

To order go to freeman.com >

Find show & order 

Freeman⁷



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

Floral Exhibits LTD

**Oscar & Associates
Photography**

**Datisis
Audio Visual
Computer Rental**

**Rock-it Cargo Fairs &
Exhibitions** (formerly
Rogers Worldwide)
**International
Shipping & Customs**

**CDS
Lead Retrieval**

**Savor Exhibit
Catering &
Bottled Water
Service**

**Chicago Talent
Network Booth
Personnel**

**United Security
Services**

**McCormick
Place/SMG
Telephone
Internet**



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)



Important Deadline Dates & Times



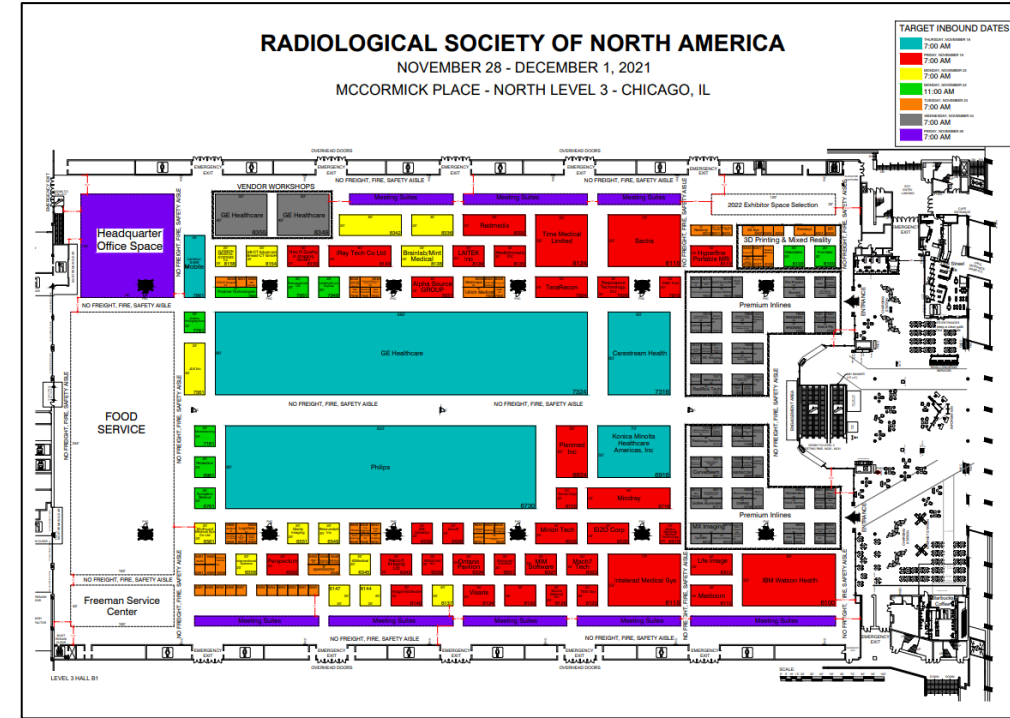
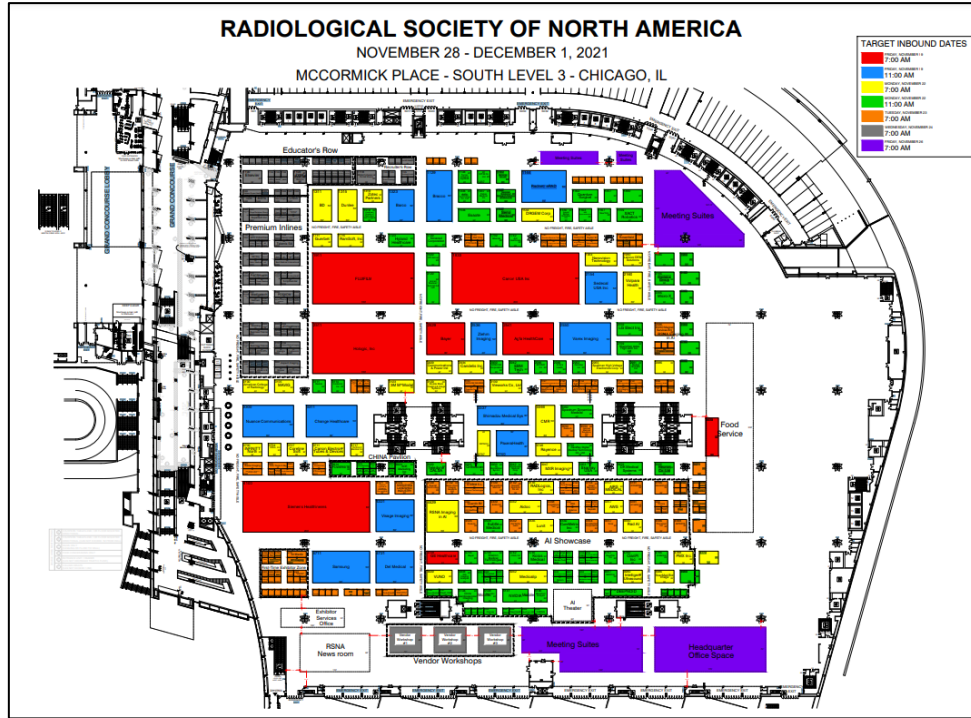
EXHIBITOR MOVE-IN

Thursday, November 18, 2021 (North Building Only)	8 AM - 4:30 PM (Targeted)
Friday, November 19, 2021	8 AM - 4:30 PM (Targeted)
Saturday, November 20, 2021 (No Freight Deliveries)	8 AM - 4:30 PM
Sunday, November 21, 2021	HALL IS DARK
Monday, November 22, 2021	8 AM - 4:30 PM (Targeted)
Tuesday, November 23, 2021	8 AM - 4:30 PM (Targeted)
Wednesday, November 24, 2021	8 AM - 4:30 PM (Targeted)
Thursday, November 25, 2021	HALL IS DARK
Friday, November 26, 2021	8 AM - 4:30 PM (Targeted)
Saturday, November 27, 2021	8 AM – 4:30 PM

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 marshall 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

Chicago Labor Union Jurisdiction

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.



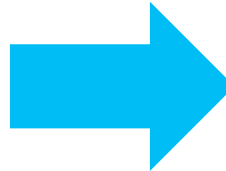
Electrical Tips



- 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



MATERIAL HANDLING AGREEMENT
INSTRUCTIONS: COMPLETE ALL SHADED AREAS. RETURN COMPLETED AGREEMENT TO
SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.
PLACE PRO NUMBER HERE

SHIPPER'S NUMBER
298134-124

MHA #: 124

DATE 08/01/2013 01:59 PM

DATE/TIME _____ AM
RECEIVED _____ PM

BOOTH NO. 3900

FROM:
PHARMACY AUTOMATION SUPPLIES
AMEX
NACDS TSE 2013
SANDS EXPO CENTER
201 SANDS AVE
LAS VEGAS, NV 891692600

TO:
PHARMACY AUTOMATION SUPPLIES
146 S PINNACLE DR
ROMEORVILLE, ILLINOIS 60446 USA

IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE-OUT DAY, PLEASE SELECT ONE OF THE FOLLOWING OPTIONS

1. ☐ RE-ROUTE VIA FREEMAN'S CHOICE

2. ☐ DELIVERY BACK TO WAREHOUSE AT EXHIBITOR'S EXPENSE

SPECIAL INSTRUCTIONS
Have loading dock, phone: 630-4

DECLARED VALUE:
\$ _____
(Optional)

SIGNATURE _____

RE-ROUTE VIA _____ BY _____

DATE _____ TIME _____ AM PM _____

CARRIER	PHONE #
FREEMAN EXHIBIT TRANSPORTATION	(800) 995-3579

CIRCLE NUMBER OF SEPARATE DESTINATIONS IN BOOTH: 1 2 3 4 OR MORE

Desired Level of Service	Ground	Specialized	Next Day Air	2nd Day Air	3-5 Day Service
Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECKER	NO. PIECES	DESCRIPTION AND EXCEPTIONS, USED/REPAKED PARAPHANALIA, EXHIBITION OR SHOW, NCI	WEIGHT (LB) SUBJ. TO CORR.	DATE/TIME CARRIER SIGNED
		Cases (wooden)		
		Cases (cardboard)		
		Trunks / Cases (fiber) (color) _____		
		Skids / Pallets _____ Shrinkwrapped _____ Loose _____		
		Carpets (color) _____ Wrapped _____ Loose _____		
		Carpet Padding Rolls _____ Wrapped _____ Loose _____		

BY SIGNING THIS AGREEMENT, YOU ARE AGREEING TO BE BOUND BY FREEMAN'S TERMS AND CONDITIONS. THESE TERMS AND CONDITIONS ARE IN YOUR SHOW KIT OR CAN BE OBTAINED AT THE SERVICE DESK. BY SIGNING BELOW, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS. EXHIBITOR SHALL BE RESPONSIBLE FOR ALL SHIPPING CHARGES INCURRED. EXHIBITOR'S SIGNATURE (OR THE SIGNATURE OF EXHIBITOR'S AGENT) CERTIFIES & WARRANTS THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS.

IF NEITHER BOX IS CHECKED, SHIPMENT WILL BE SENT COLLECT. COLLECT ☐ PREPAID ☐

BILL FREIGHT CHARGES TO:
FREEMAN EXHIBIT TRANSPORTATION
6555 WEST SUNSET ROAD
LAS VEGAS, NV 89118

CHECKER NAME	DATE
PRINT	LOADED
TRAILER	START TIME
NO.	FINISH TIME

BY SIGNING THIS, I AGREE TO ENTER AT MY OWN RISK AND HOLD FREEMAN HARMLESS FROM ALL LIABILITY ARISING FROM MY ACTION ON THE PREMISES.

EXHIBITOR PHARMACY AUTOMATION SUPPLIES

CARRIER	FREEMAN EXHIBIT TRANSPORTATION
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SIGNATURE _____

DRIVER SIGNATURE	DRIVER PRINT NAME
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Journal compilation © 2006 Blackwell Publishing Ltd

DATE	RECEIVED
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EMERGENCY PHONE:

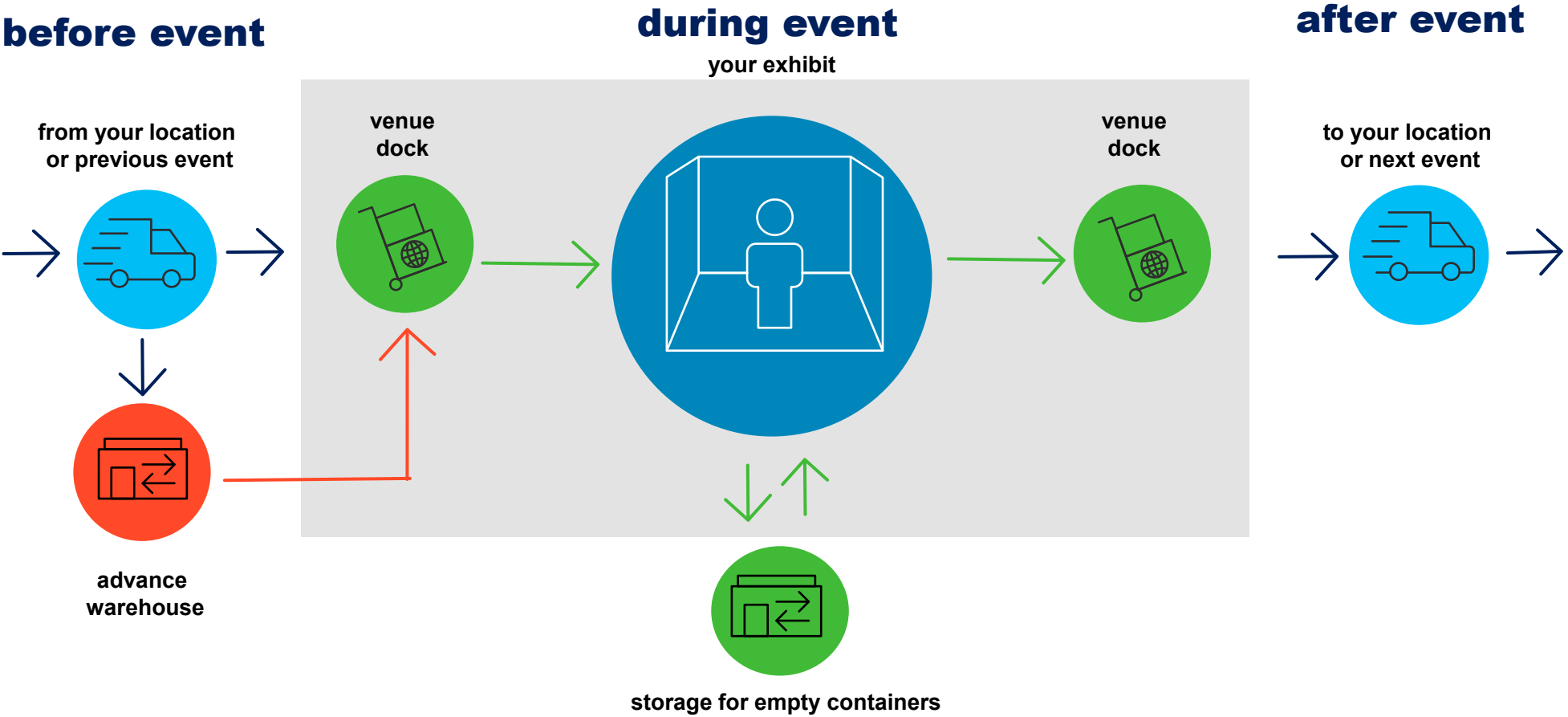
[illegible]

Original - File Copy	Green - Driver	Yellow - Exceptions	Pink - Control	Gold - Exhibitor	FDC0097T (05/10)
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Freeman

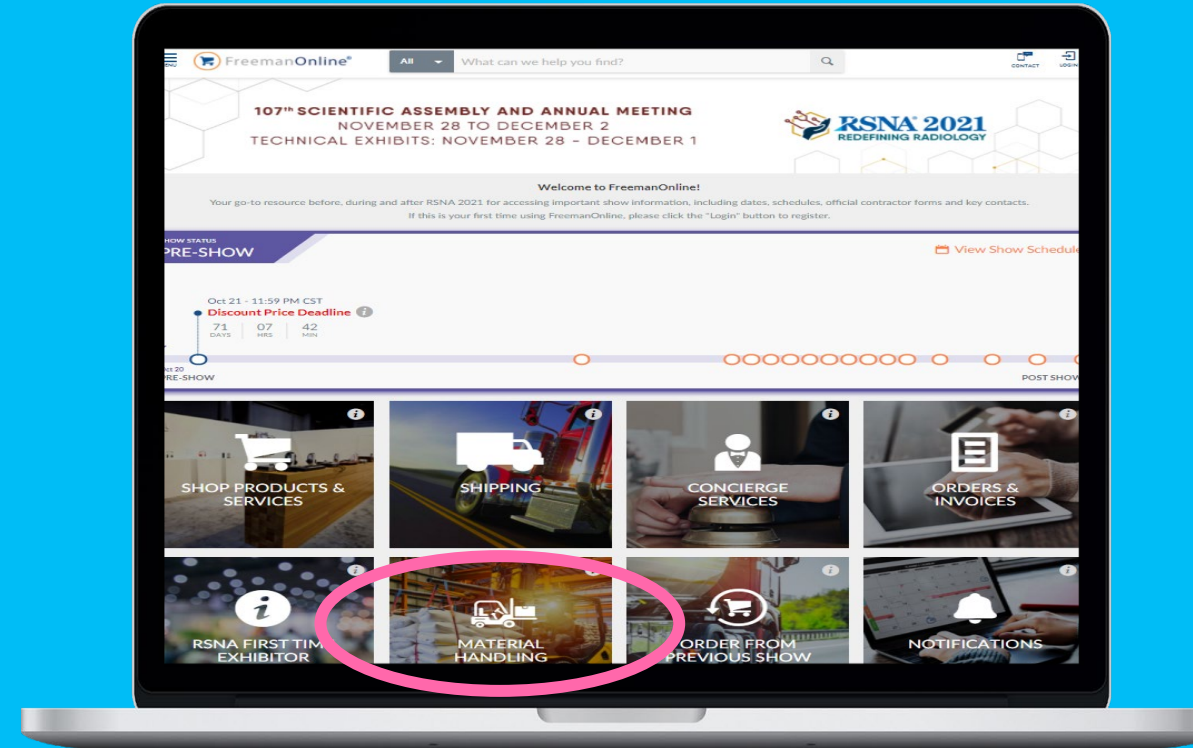
Material Handling

Shipping vs Material Handling



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





ASUV

McCormick Place allows exhibitors to unload/load from Privately Owned Vehicles also known as POVs.

For more information:

<http://mccormickplace.com/exhibitors/asuv.php>

- Accessed by way of the Marshalling Yard
- Self-Loading/Unloading
- Hand Carry Items from Parking Lot
- Personal Automobiles
- Small Utility vehicles
- Non-motorized
- Non-hydraulic
- Hand Trucks permitted
- Hand dollies permitted

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 >

Find show & order 

HEALTH AND SAFETY:

[Freeman Products, Services & Resources](#)
[RSNA 2021 Health and Safety](#)



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National Service Center
(888) 508-5054
exhibitorsupport@freeman.com

