



**RSNA<sup>®</sup> 2022**  
NOVEMBER 27–DECEMBER 1

# EXHIBITOR MEETING SUITE RESOURCE GUIDE

**McCormick Place | Chicago, Illinois**

- Scientific Assembly Dates: November 27–December 1, 2022
- Technical Exhibit Dates: November 27–November 30, 2022
- Meeting Suite Dates: November 27–November 30, 2022

*To reserve a meeting suite, contact Jorie Dydo at [jdydo@rsna.org](mailto:jdydo@rsna.org).*

## TABLE OF CONTENTS

Meeting Suite Guidelines .....	2
Assignment of Meeting Suites.....	2
Non-Exhibitor Meeting Suites.....	2
Meeting Suite Activities .....	2
Meeting Suite Packages.....	3
Set-Up/Dismantle .....	3
Hours of Operation .....	3
Display Guidelines.....	4
Exhibitor Appointed Contractors (EAC) .....	4
Catering.....	4
Cleaning/Porter Service.....	4
Internet/Wi-Fi.....	5
Security.....	5
Shipping/Freight Information .....	5
Diagrams .....	6-7
Meeting Suite Overview — 13'x16' Exhibitor/Non-Exhibitor .....	6
Meeting Suite Overview — 13'x23' Exhibitor/Non-Exhibitor .....	7

RSNA Meeting Suites are the ideal place to meet with staff, customers, and prospects 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 or a place for non-exhibitor to host business meetings.

## MEETING SUITE GUIDELINES

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Companies who have contracted a meeting suite must comply with the Meeting Suite Guidelines as well as the [RSNA 2022 Rules and Regulations](#).

### Assignment of Meeting Suites

Meeting Suite assignments will be conducted by RSNA after the published Meeting Suite deadline. Primary contacts will receive an email with meeting room assignments. Exhibitor preference such as hall location will be subject to availability of space. The preference indicated is for guidance only and is not guaranteed.

### Non-Exhibitor Meeting 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 at the discretion of the RSNA Technical Exhibits Committee. Non-exhibitor rental rates apply.

Non-Exhibitor Meeting Suite Rental includes:

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

Non-exhibitors are not eligible to receive RSNA registration list and will not be promoted in the RSNA exhibitor list.

### Meeting Suite Activities

Meeting Suites are available for full meeting rental to host meetings with customers and prospects. Hospitality, educational sessions and product demonstrations are not permitted inside Meeting Suites. Food service is permitted during the course of meetings. Companies may not assign, sublet or apportion to others the suite allocated.

## MEETING SUITE PACKAGES

Meeting Suites are unfurnished and exhibitors are responsible for renting their own furniture, graphics, electrical, hardline internet connections.

Additional ordering information will be in the Exhibitor Service Kit available in mid-July.

Each meeting suite includes the following:

- Two Size Options
  - 13'x16'
  - 13'x23'
- 10' Hardwall with locking door
  - The door will have a glass panel that includes blinds which can be closed for privacy.
  - The door will have a combination lock. Keys will not be issued.
- Carpet (Tuxedo)
- (1) 22"x28" company ID sign
  - The sign will be attached to the wall next to the door with the following:
    - RSNA 2022 show look
    - Company Name
    - Meeting Suite Number

### Important:

Meeting Suites will be provided unfurnished, so exhibitors can create their own safe and engaging meeting space for conducting business.



## SET-UP/DISMANTLE

All Meeting Suite labor, material and services will remain under the control of the general service contractor Freeman. Exhibitor Appointed Contractors (EAC) may be used for internal set-up only. Meeting Suites will be fully constructed by Friday, November 25. You may begin internal set-up of your suite on Friday, November 25 at 4:30 PM.

All items must be removed from the suite no later than 4:30 PM on Thursday, December 1.

## HOURS OF OPERATION

Meeting Suites will be available for use between:

- Sunday, November 27 from 10 AM to 5 PM
- Monday, November 28–Wednesday, November 30 from 8 AM to 5 PM

If you are hosting a meeting with professional attendees between 8 AM–10 AM and Monday–Wednesday, an approved VIP Morning Meeting Request Form is required; meetings after 5 PM are not permitted.

## DISPLAY GUIDELINES

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All Meeting Suite labor, material and services will remain under the control of the general service contractor Freeman. Exhibitor Appointed Contractors (EAC) may be used for internal set-up only.

You may work exclusively with Freeman to include custom interior wall graphics, adding a ceiling, and/or electrical service. Refer to pages 6–7 meeting suite overview diagram.

If you require additional services, such as furnishings, telephone or internet service, audio-visual equipment, floral, etc. you may order these services through the appropriate vendor. Official contractor order forms can be found in the Exhibitor Service Kit available in mid-July.

Once meeting suite numbers have been supplied to you please be sure to reference that information when placing orders with your vendors. RSNA recommends that you have staff at your meeting room at the time delivery is scheduled to prevent any delays.

## EXHIBITOR APPOINTED CONTRACTORS

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An Exhibitor Appointed Contractor (EAC) is a company, other than the official general contractor or those that are listed within the exhibitor kit that provides exhibit services (e.g. I&D labor, floral, photography, audio visual, etc.).

If you hire an EAC, they will need a badge to access your meeting suite during move-in and move-out for RSNA 2022. For coordination and security purposes, exhibitors who choose to use an EAC must comply with all RSNA 2022 Rules and Regulations and complete the EAC registration process by October 7, 2022.

Please note the following when planning your meeting suite:

- Items placed inside the room wall may not exceed 10' in height
- Hanging signs are not permitted
- Signage/graphics cannot be placed on the outside of the room

## CATERING

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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 will receive the official catering menu and catering contacts. Additional information will be available in the Exhibitor Service Kit in mid-July.

## CLEANING/PORTER SERVICE

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All cleaning/porter service you require for your meeting suite must be ordered through Freeman who is the exclusive provider of cleaning/porter service. Additional information will be available in the Exhibitor Service Kit in mid-July.

## INTERNET/WI-FI

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RSNA will offer complimentary wireless internet throughout McCormick Place. This service is designed for casual users and service is not guaranteed. If you are relying on the internet to showcase your product or service, we strongly recommend purchasing a wired internet connection for consistent service.

Hardline internet service for your meeting suite can be ordered directly through RSNA and includes one main drop within your meeting suite in the location specified on your RSNA net drop diagram.

## SECURITY

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Lockable doors are included as part of the meeting suite package. For your safety and your employees, do not leave valuables unattended. RSNA provides perimeter security and roving security within the Technical Exhibit halls. Additional information will be available in the Exhibitor Service Kit in mid-July.

## SHIPPING/FREIGHT INFORMATION

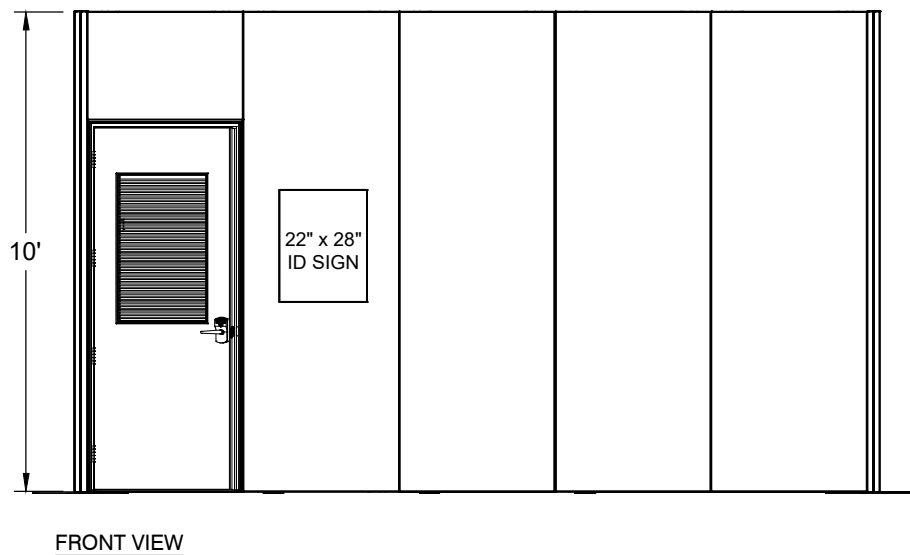
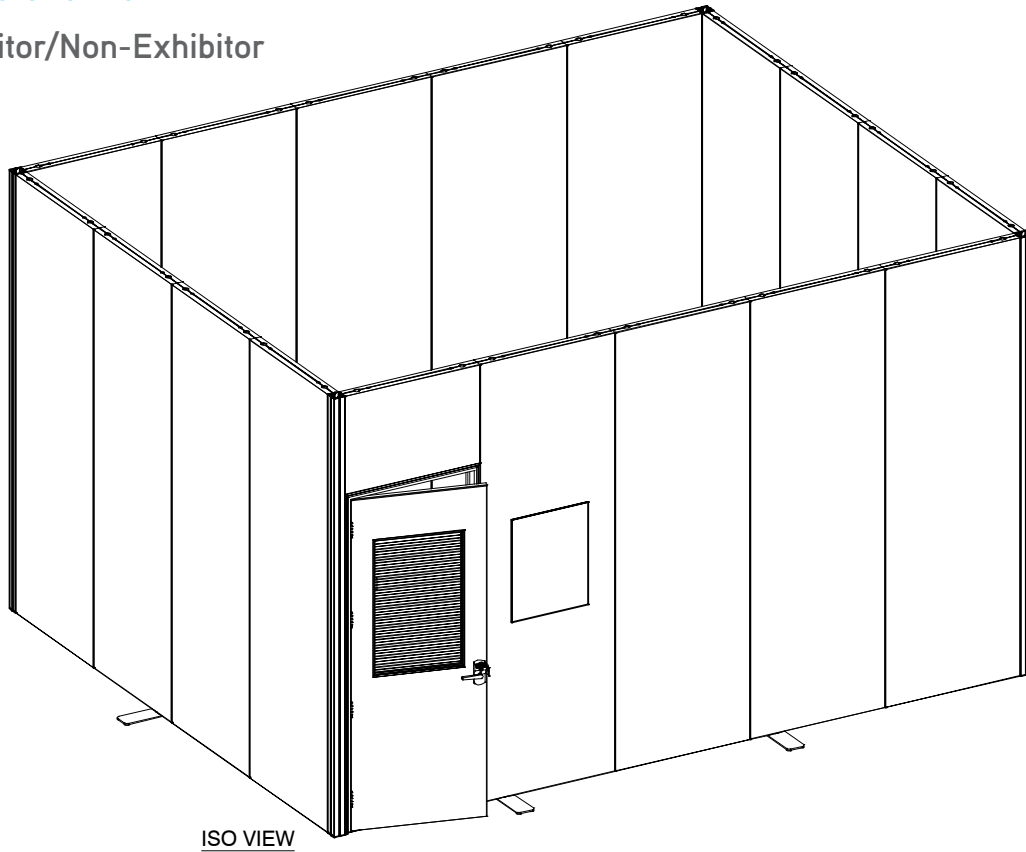
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Materials may be shipped to the advance warehouse or direct to show site. Please be sure to label your shipments with the appropriate meeting room number (including hall name). Materials received will be delivered inside your meeting room once the build is complete. Additional information will be available in the Exhibitor Service Kit in mid-July.

## DIAGRAMS

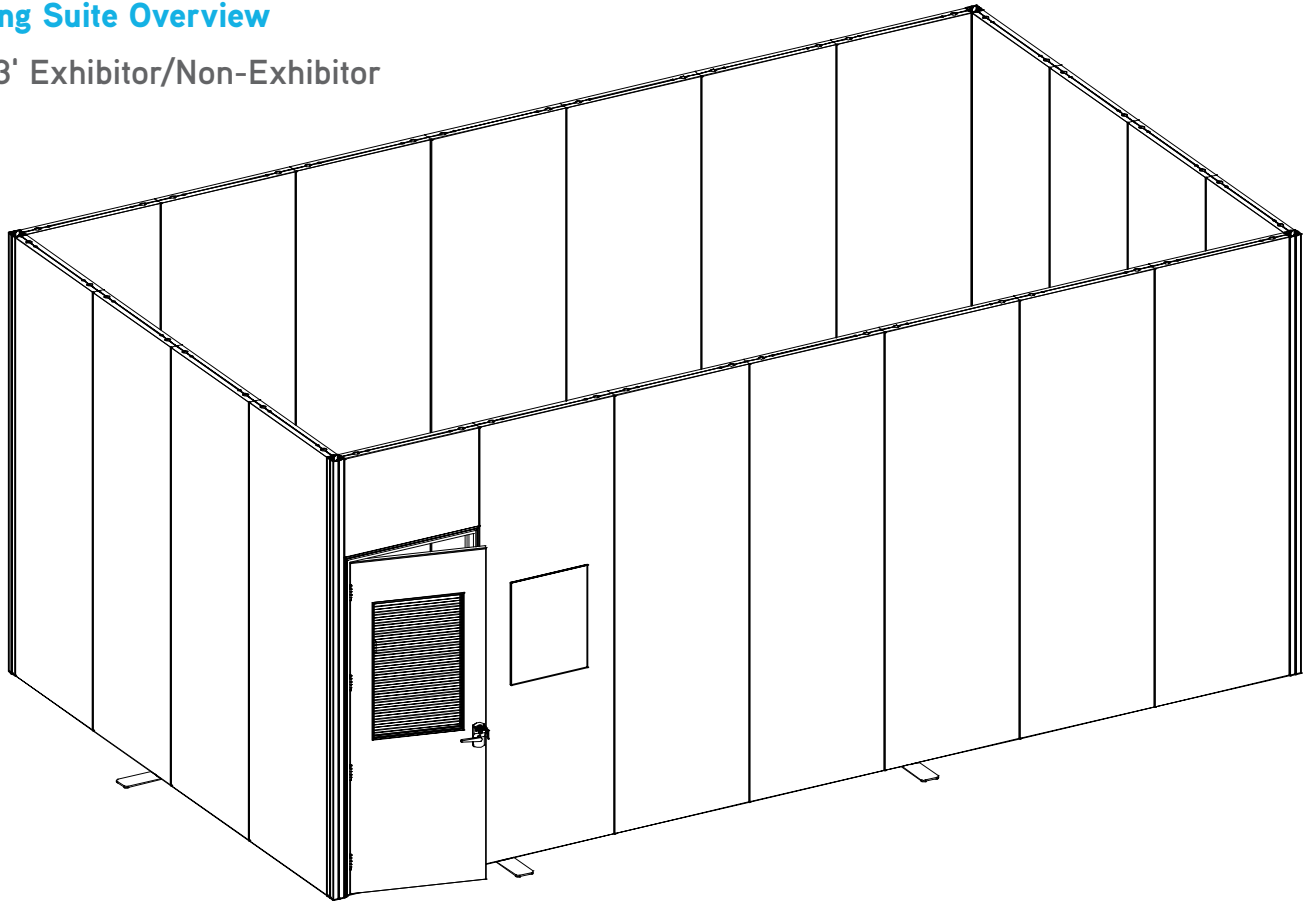
### Meeting Suite Overview

13'x16' Exhibitor/Non-Exhibitor

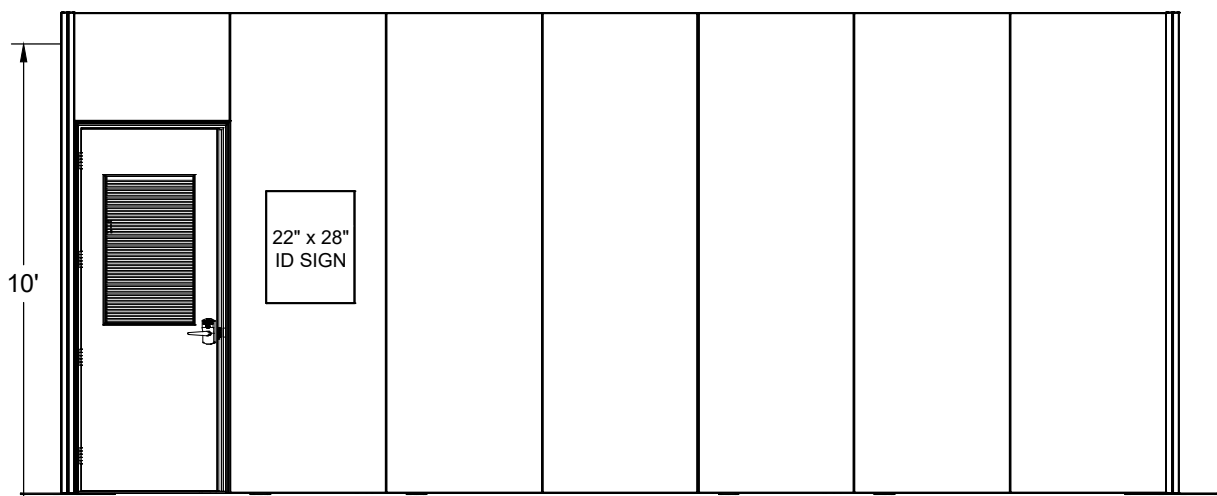


## Meeting Suite Overview

13'x23' Exhibitor/Non-Exhibitor



ISO VIEW



FRONT VIEW