RSNA EXHIBITION SERVICES
820 Jorie Blvd, Oak Brook, IL USA 60523
Phone: 1-630-571-7850 / Email: *Exhibits@RSNA.org*
RSNA.org/Exhibitors

Mobile/Transportable Booth Approval Form

Deadline: August 31, 2020

All mobile exhibitors must submit this form with complete scale drawings, both concept and construction, indicating all dimensions including applicable setbacks and supplemental lighting requests, to RSNA by August 31 for basic approval. Plans will be reviewed for general conformity to Rule 9E. Please complete this form and submit it with your floor plans indicating heights and applicable setback. See RSNA Rules and Regulations for the complete guidelines for Exhibit Design.

When planning your exhibit for RSNA 2020, keep in mind:

- No part of any mobile exhibit may exceed a height of 24' from the floor of the exhibit hall.
- Mobile van units must utilize a 15'-wide space.
- Trailers must utilize a minimum 20'-wide space.
- Floor covering within the booth is mandatory.
- All mobile units are permitted to have hanging signs and banners. These booth elements must be fixed and located within the confines of the booth. Hanging signs or banners between contiguous exhibits will not be considered. Maximum height permitted for hanging signs and banners is 24' at top.
- Set back Requirements (400–1,499 square feet)
  - 1' set back from an aisle of the exhibit space
  - Reception counters/information kiosks may not be closer than 2' from an aisle
- Set back Requirements (1,500+ square feet)
  - 2' set back from an aisle of the exhibit space
  - Reception counters/information kiosks may not be closer than 4' from an aisle
- Mobile units must be in compliance with fire prevention codes according to McCormick Place Rules and Regulations, *www.mccormickplace.com.*
- Mobile units must be accessible according to the Americans with Disabilities Act.
- **Penalty:** Failure to submit Mobile/Transportable Booth Approval Form by August 31, 2020 may prohibit construction of exhibit.

Exhibiting Company Information

Exhibiting Company | Official Contact

Telephone | Mobile | Email Address

Booth Number | Booth Dimensions | Highest Point of Exhibit | Highest Point of Hanging Sign

Booth Contractor | Contact | Telephone | Email Address

Special Request

Lighting

Yes No

☐ ☐ We request to use a Hanging Lighting System (must include diagram).

☐ ☐ We request to turn off House Lights above our booth. Exhibitors are responsible for associated costs.

Hanging Sign

☐ Yes ☐ No

Hanging signs must be in compliance with Rules & Regulations. All signs should be shipped to the Freeman warehouse by November 11, 2020 to ensure installation prior to your target move-in assignment.

I have read, understand and agree to the RSNA Rules and Regulations pertaining to booth design and construction.

Agreed to

X

Signature of Main Exhibit Contact | Date

Return this signed form and booth design floor plan to:

Attn: Jorie Dydo
exhibits@rsna.org

Deadline: August 31, 2020 *Note: Please allow 7–10 business days for processing*

For RSNA Use Only – Please do not write in this area

/ / Date Received

/ / Response to Exhibiting Company

Approved: ○ Yes ○ No

As noted: _____

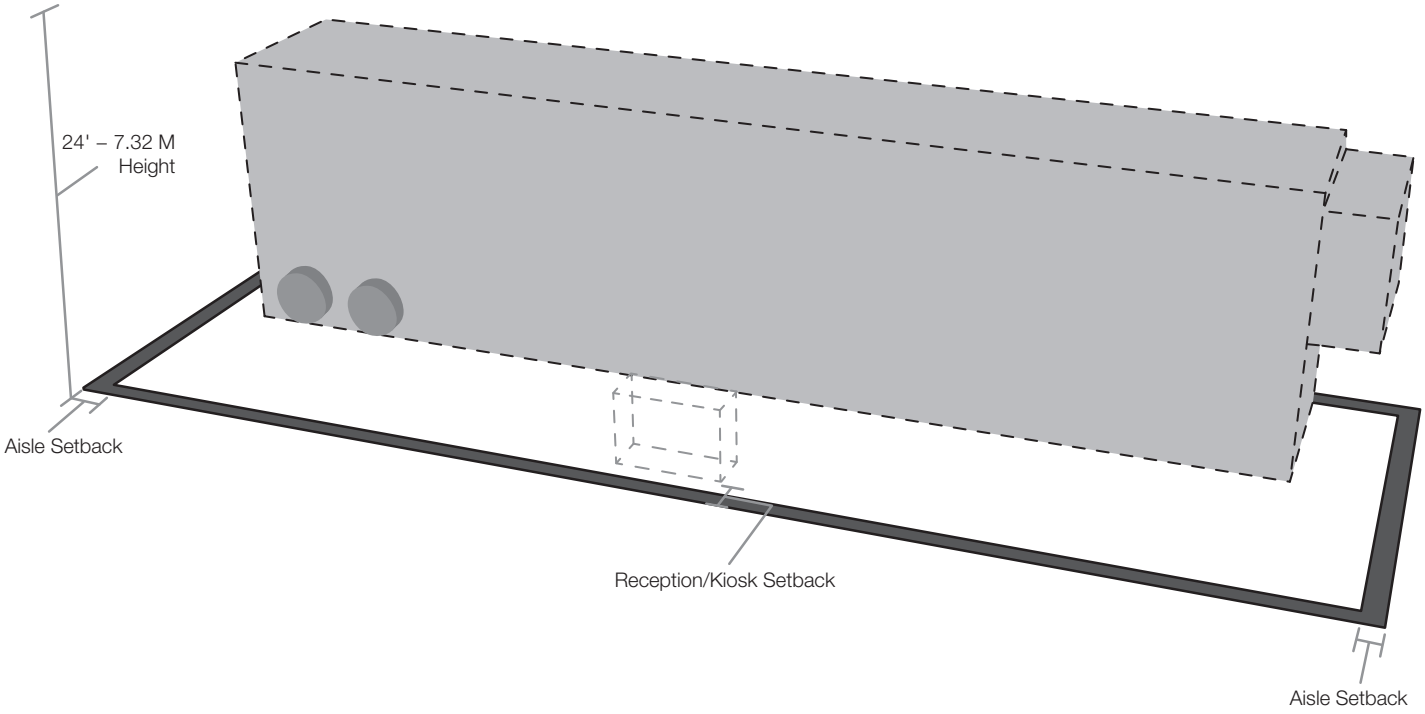
Reviewed by:

Signature of RSNA Contact | Date

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Mobile/Transportable Exhibits

All mobile/transportable exhibits are rented in 10' increments. Equipment exhibitors' mobile units must be positioned to allow ample room on all sides for stairs, ramps and general attendee traffic. Mobile van units must utilize a 15'-wide space, and trailers must utilize a minimum 20'-wide space. RSNA may consider exceptions based on exhibit design elements, location and impact on surrounding exhibits. No part of any mobile/transportable exhibit may exceed a height of 24' from the floor of the exhibit hall.



- Exhibitors are required to provide floor coverings for all booths.

Setback Requirements (400–1,499 square feet)
- 1' setback from an aisle of the exhibit space.
- Reception counters/information kiosks may not be closer than 2' from an aisle.

Setback Requirements (1,500+ square feet)
- 2' setback from an aisle of the exhibit space.
- Reception counters/information kiosks may not be closer than 4' from an aisle.