

RSNA 2019 Technical Exhibit Space Selection Instructions

RSNA exhibitors will be able to select their booth location at the RSNA annual meeting. RSNA 2019 space selection process will take place on Sunday, November 25–Wednesday, November 28, according to the space assignment priority point system.

Your timeslot is included in the Exhibitor Welcome Kit. The RSNA 2019 Exhibit Space Selection Room is located in the North Building, Level 2, Room N227A (near McDonald's).

Here is how the process will work:

- 1. Check-in At The Welcome Desk.** RSNA Staff will greet you and share important information with you. It is recommended to arrive 15-minutes prior to your scheduled time.
- 2. Review Floor Plan.** Laptops will be available to review live floor plans showing availability and current selections to help in making your final booth selection.
- 3. Wait For Your Space Selection.** Listen carefully for your company name to be called. Relax and enjoy a refreshment and snack while waiting.
- 4. Make Your Booth Selection.** After your company name has been called, you will meet with staff to make your final booth selection. Each company is allowed 5 minutes to make their selection.
- 5. Contract For Space.** Once you have selected your space and confirmed your primary and secondary contact information, your RSNA 2019 Technical Exhibit Space Application/Contract will be electronically generated. You will review and digitally sign the application/contract.
- 6. Make Payment.** After signing the application/contract you will be required to make a 25% deposit. Company checks, wire transfers and credit cards will be accepted.
- 7. Acknowledgement Email.** Upon making your payment, your booth will be reserved and order will be completed. An email acknowledgement will be sent to your company's primary contact.
- 8. Make 2019 Hotel Reservations.** Before leaving the Exhibit Space Selection Room, reserve hotel rooms in Chicago for RSNA 2019. Hotel occupant names are not required at this time. Exhibitors who reserve their RSNA 2019 hotel rooms by Friday, November 30, 2018 will earn five (5) priority points towards RSNA 2020 Space Selection.

If you have any questions regarding the space selection process, please contact RSNA Exhibition Services anytime at exhibits@RSNA.org or by phone at 1-630-571-7850 before November 16 or 1-312-808-2100 during RSNA 2018.