

RSNA Space Selection Proxy Form

If your company is not able to be present at your scheduled appointment for RSNA 2025 Space Selection, and you wish to authorize RSNA to select exhibit space for your company on your behalf, please complete and submit this Proxy Space Selection Form no more than 24 hours before your appointment time so you have an accurate idea of what is still available on the floor plan.

On your behalf, RSNA will select the best available booth using your preference order. In the event no exhibit space on your list is available, RSNA staff will use their best judgement to select the best exhibit space of the size indicated and as close to the exhibit space you have requested as possible. You may withdraw this Proxy Space Selection Form at any time up to the time that space is selected for you.

Company Name: _____

Appointment Day and Time: _____

Preference #1 – Booth _____ Booth Size _____ X _____

Preference #2 – Booth _____ Booth Size _____ X _____

Preference #3 – Booth _____ Booth Size _____ X _____

Preference #4 – Booth _____ Booth Size _____ X _____

Preference #5 – Booth _____ Booth Size _____ X _____

To combine booths, please list all the booth numbers on one line and list the full size of space that you wish to have; do not list the booths sequentially in the preference list or they will not be combined.

Add anything RSNA should take into consideration when selecting your booth if listed booth preferences are not available (i.e. hall preference, showcase, near a particular partner company, not near a particular competitor, etc.):

After the booth is placed on hold, the primary contact will receive an email requesting confirmation of your booth selection and to digitally sign your space contract.

My company understands that the Proxy Space Selection Form is NOT a space reservation form but is a legal and binding agreement. My company agrees to accept the booth number(s) and location selected on our behalf by RSNA Exhibition Services and understands that we are liable for the exhibit space(s) selected.

A 25% deposit is due at booking, no later than January 1, 2025. If space is cancelled or reduced in writing to RSNA Exhibition Services by December 31, 2024, a full refund will be made or credit issued for the amount of space that is reduced. To cancel or request relocation, a Booth Space Change Form may be requested by emailing exhibits@rsna.org.

I authorize RSNA to select the best exhibit space available not to exceed the size indicated above.

Authorized Signature: _____

Date: _____

Print Name: _____

Print Title: _____

Please return this form to exhibits@rsna.org at least four hours in advance of your appointment. When sending the form, please include RSNA 2025 Proxy Form in the subject line.