

## VIP Morning Meeting Request Form

**Deadline: November 18, 2016**

Exhibitors can conduct a private pre-show meeting/demonstration to a group of their customers prior to the Technical Exhibits hours of operations on Monday, November 28 through Thursday, December 1. To request a VIP Morning Meeting, please submit this form with a list of attendees and payment to RSNA for approval by Friday, November 18. Please review the following guidelines prior to applying.

**A separate form must be submitted for each day.**

- A single group of registered attendees cannot exceed 30 people. Companies are limited to (4) groups per day.
- The complete list of meeting attendees must be submitted no later than Saturday, November 26 to the Technical Exhibit Office at McCormick Place.
- Attendees must be registered for the annual meeting.
- VIP Morning Meetings are available on Monday, November 28 – Thursday, December 1 from 8:00 a.m. to 10:00 a.m., with the last group entering the hall before 9:30 a.m. NO early morning meetings will be approved for Sunday, November 27.

- Companies will be responsible for providing escorts to and from these entry points:

**Points of entry**

Hall A, South Building: Grand Concourse, Level 3 (east entrance)

Hall B, North Building: Grand Concourse, Level 3 (right of escalators)

- Only liquid refreshments can be served and must be distributed within the booth area.
- All VIP Morning Meetings must remain in compliance with all RSNA Rules and Regulations.
- There is a \$100 charge per tour per day. Multiple tours on a given day will be charged at the following rates: 2-3 Groups – \$150; 4 Groups – \$200.
- If you have any questions, please contact RSNA Technical Exhibit Services at 1-630-571-7850 or [exhibits@rsna.org](mailto:exhibits@rsna.org).

### Exhibiting Company Information

Exhibiting Company		Official Contact	Booth Number
Telephone	Fax	Email Address	

### Meeting Information

Choose Day:  
 Monday 11/28     Tuesday 11/29     Wednesday 11/30     Thursday 12/1

Choose Time:  
 8:00 a.m.     8:30 a.m.     9:00 a.m.     9:30 a.m.

Booth Escort's Name \_\_\_\_\_ Booth Telephone or Escort's Cell Phone # \_\_\_\_\_

I have read, understand and agree to the RSNA Rules and Regulations and to the guidelines pertaining to VIP Morning Meetings.

### Agreed to

**X** \_\_\_\_\_  
 Signature of Main Exhibit Contact Date

Return your signed VIP Morning Meetings request form with attendee list to:

**Before November 18, 2016**

1-630-571-2198 (fax)

**After November 21, 2016 (onsite)**

Technical Exhibits Office, North Building, near booth 6400

### Payment Information

\$ \_\_\_\_\_ #( ) Group(s)  
 Amount

Check (drawn on a U.S. bank in U.S. dollars) payable to RSNA  
 By sending your check to us, you authorize RSNA to convert the check into an electronic funds transfer. Please be aware that your bank account may be debited as soon as the same day we receive your payment.

Visa                       MasterCard                       American Express  
 Discover                       Diners Club

### Credit Card Information

Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Name as it Appears on Card

**X** \_\_\_\_\_  
 Authorized Signature Required