



2016 TECHNICAL EXHIBIT SPACE  
APPLICATION/CONTRACT  
FIRST-TIME EXHIBITOR PAVILION

RSNA® 2016

NOVEMBER 27 - DECEMBER 2

**1. Mailing Address:** This address will be used to mail all RSNA exhibit-related materials: not for publication.

Company _____		City _____	
Address _____		State or Province _____	
Address _____		ZIP/Postal Code _____	Country _____

**2. Contact Information:** Only the designated official contact will receive all RSNA exhibit-related materials. International exhibitors should also designate a U.S.-based contact, if available. Please furnish mobile phone numbers for use during onsite operations.

Official Contact _____		Job Title _____	
Telephone (Business) _____	Telephone (Mobile) _____	E-mail Address _____	
Secondary Contact _____		Job Title _____	
Telephone (Business) _____	Telephone (Mobile) _____	E-mail Address _____	

**3. Booth Space:** Select booth type, dimensions, special requests and location. **Note:** RSNA cannot guarantee corners at time of assignment. If your selected booth number is not available at the time of assignment, RSNA will contact the Official Contact with options.

Booth Type	Dimensions	Corner (based on availability)	Booth Number		Hall Location
<input type="checkbox"/> Package A	10 X 10	<input type="checkbox"/>	_____ (1st choice)	_____ (2nd choice)	North Building, Hall B
<input type="checkbox"/> Package B	10 X 20	<input type="checkbox"/>	_____ (1st choice)	_____ (2nd choice)	North Building, Hall B

**Yes! I would like to enhance my exhibitor listing**

- Premium Listing: \$595 (Includes company logo, banner image, and company description)
- Premium Plus Listing: \$895 (All of the above, and also includes a digital banner in the Technical Exhibits Showcase on the home page of Meeting Central)

**4. Payment:**

Package A: \_\_\_\_\_ Qty X \$4,000.00 = \$ \_\_\_\_\_

Package B: \_\_\_\_\_ Qty X \$7,600.00 = \$ \_\_\_\_\_

Corner(s) Requested: \_\_\_\_\_ number of corners X \$500.00 = \$ \_\_\_\_\_

Premium / Premium Plus Listing: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Full Payment Required \$ \_\_\_\_\_

**Bank Wire** Companies may wire payment to:  
JP Morgan Chase Bank, NA ABA Transit #: 071000013  
10 South Dearborn St. Swift Code: CHASUS33  
Chicago, IL 60603 USA Account Number: 4184254  
*All fee associated with the wire transfer are the responsibility of the exhibiting company (approximately \$20 per wire transfer).*

**Check** 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.

- Credit Card**  Visa, MasterCard  American Express
- Diners Club  Discover

**Secure Fax** 1-630-571-2198

**X** \_\_\_\_\_  
Signature of Exhibitor Representative Date

**Amount due:** \$ \_\_\_\_\_

**X** \_\_\_\_\_  
Radiological Society of North America Date

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

For RSNA Use Only				
Date Received	VIA	Batch #	CO Number	Points

Name as it Appears on Card

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

# RSNA TECHNICAL EXHIBIT SPACE TERMS AND CONDITIONS – FIRST-TIME EXHIBITOR ZONE

## I. Application for Technical Exhibit Space

The application/contract must be signed by an authorized representative of your company and accompanied by payment. Additions, deletions or addenda to the original application must be made using the RSNA Technical Exhibit Space Change Form. No changes will be considered without an official written request. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

## II. Exhibit Eligibility

Medical devices and/or drugs which are subject to approval by the United States Food and Drug Administration or other government agency and which are to be exhibited at the RSNA meeting must be approved by the FDA or the appropriate agencies or authorities of the federal, state or local government. Devices not fully approved, or which qualify for an Investigational Device Exemption (i.e., PMA and/or 510(k) devices), must be identified as such to RSNA at the time of application. Likewise, medical devices and/or drugs to be exhibited which, under United States law, may be offered for sale outside the United States must be identified as such to RSNA at the time of application. Failure to disclose this information at the time of application may result in loss of exhibit space and forfeiture of all monies paid to RSNA. **All products and services to be exhibited must be directly related to the teaching or practice of radiology and are subject to approval in its discretion by the RSNA Technical Exhibits Committee. Exhibitors participating for the first-time must submit current company or product literature. Exhibitors may display only those products and services which they regularly manufacture or distribute. Applications deemed ineligible by the RSNA Technical Exhibits Committee will be returned with exhibit space funds on deposit.**

## III. Exhibitor's Representatives

The application signatory or his/her designee shall be the official representative of the exhibitor, certify representatives and act on behalf of the exhibitor in all negotiations. Notification of violations of rules and regulations, which may result in immediate or future penalties to the exhibiting company, shall also be made in writing to the Chief Executive Officer.

## IV. Exhibit Space Rental Rates

First-time exhibitor zone booths will be rented according the following rates:

**Package A:** \$4,000 USD, plus \$500 per corner assigned

**Package B:** \$7,600 USD, plus \$500 per corner assigned

Packages include:

- Pipe, drape and booth ID sign
- Carpeting
- Skirted table with 2 chairs
- Wastebasket
- 10 amp electrical service
- Booth vacuuming –one time
- 5 complimentary exhibitor badges per 100 square feet
- Special housing rates at official hotels
- Complimentary exhibitor listing

## V. Assignment of Exhibit Space

Exhibit space assignments for the first-time Exhibitor Zone will be assigned on a first-come, first-served basis. Corner booths are assigned based on availability.

RSNA reserves the right to rearrange the floor plan at any time. RSNA reserves the right to relocate exhibitors should it become necessary for causes beyond the control of RSNA or advisable in the best judgment of RSNA.

## VI. Exhibit Space Payment Schedule

Technical Exhibit Space Applications/Contracts received during the on-site exhibit space selection process (November 30–December 2, 2015) must be accompanied by a 25% deposit of the total rental fee in U.S. funds drawn on a U.S. Bank. Exhibitors may also pay the entire amount at this time.

Payments should be made following these guidelines:

- **For applications/contracts submitted by March 31, 2016,** 25% of the exhibit space rental fee is due immediately. By April 1, 2016, an additional 25% is due for a total of 50% of the exhibit space cost. The remaining balance is due by July 1, 2016.
- **For applications/contracts submitted between April 1 and June 30, 2016,** 50% of the exhibit space rental fee is due immediately. The remaining balance is due by July 1, 2016.
- **For applications/contracts submitted after July 1, 2016,** 100% of the exhibit space rental fee is due immediately.

Checks should be made payable to Radiological Society of North America, Inc. By submitting your check, you authorize RSNA to convert the check into an electronic funds transfer. Please be aware that your account may be debited as soon as the same day your payment is received. The following credit card will be accepted, American Express, Diner's Club, Discover, MasterCard and Visa. The RSNA tax identification number is 15-0539115.

Exhibitors may wire transfer payment to:

JP Morgan Chase Bank, NA, 10 S. Dearborn St., Chicago, IL 60603 USA

ABA Transit Number: 071000013

Swift Code: CHASUS33

Account Number: 4184254

All fees associated with wire transfers are the responsibility of the exhibiting company (approx. \$20 per wire transfer).

## VII. Cancellation/Refund of Exhibit Space Fees

Written notification of cancellation or reduction of exhibit space must be received by the RSNA Technical Exhibits Department on or before the dates specified below, and is subject to the following refund provisions as outlined in the Exhibit Space Payment policy.

- If space is canceled or reduced before December 31, 2015, a full refund will be made or credit issued for the amount of space that has been reduced.
- If space is canceled or reduced between January 1, 2016, and March 31, 2016, 25% of the rental fee for the canceled space will be due to RSNA.
- If space is canceled or reduced between April 1, 2016, and June 30, 2016, 50% of the rental fee for the canceled space will be due to RSNA.
- If space is canceled or reduced after June 30, 2016, the exhibitor shall remain liable to RSNA for the total rental fee for the space canceled.

Refunds for reduced space will not be remitted until after RSNA 2016 has occurred and issued in the same form as received. Wire transfer payments will be refunded via check in U.S. dollars. Space not claimed and occupied prior to 1:00 p.m. on Saturday, November 26, 2016, for which no special arrangements have been made with RSNA, may be resold or reassigned by RSNA without obligation on the part of RSNA to refund exhibit fees, and without obligation to assign the contracted exhibitor to another space.

## VIII. Subletting of Space

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

## IX. Insurance and Liability

The exhibitor shall be fully responsible for any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person or any loss of or damage to property where such injury, loss or damage is incident to, arises out of, or is in any way connected with exhibitor's participation in the exhibition (except as otherwise provided in the Lease Agreement between RSNA and McCormick Place). It is the exhibitor's sole responsibility to obtain, at its own expense, any or all licenses and permits to comply with all federal, state and local laws and city of Chicago ordinances for any activities conducted in association with or as part of the RSNA annual meeting. The exhibitor shall protect, indemnify, hold harmless and defend RSNA, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of RSNA, its officers, directors, agents or employees.

Exhibitors must maintain general public liability insurance against claims for personal injury, death or property damage incident to, arising out of or in any way connected with the exhibitor's participation in the exhibition, in an amount of not less than \$2 million for personal injury, death or property damage in any one occurrence. Such insurance must include coverage of the indemnification obligations of the exhibitor under the Exhibitor Rules and Regulations must cover RSNA as an additional named insured. Each exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the exhibitor deems appropriate.

Any policy providing such property insurance must contain an express waiver by the exhibitor's insurance company of any right of subrogation as to any claims against RSNA, its officers, directors, agents or employees. All agents or representatives performing services at McCormick Place directly for an exhibitor, other than the exhibitor's employees, must provide RSNA with original certificates of insurance at the same time a request for an exception under Rule 7 of the RSNA Exhibitor Rules and Regulations is made. In the event any part of the exhibit hall is destroyed or damaged so as to prevent RSNA from permitting an exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in the event occupation of assigned space during any part or the whole of the exhibition period is prevented by strikes, acts of God, national emergency or other causes beyond the control of RSNA, the exhibitor will be charged for space during the period it was or could have been occupied by the exhibitor; and exhibitor hereby waives any claim against RSNA, its directors, officers, agents or employees for losses or damages which may arise in consequence of such inability to occupy assigned space, it's sold claim against RSNA being for a refund of rent paid for the period it was prevented from using the space.

## X. Exhibitor Rules and Regulations

The exhibitor understands and agrees that the RSNA 2016 Exhibitor Rules and Regulations, posted on the RSNA Website, are an integral and binding part of this contract.