

## RSNA Meeting Suite Rental

**Deadline: September 28, 2018**

RSNA Meeting Suites are the ideal place to meet with staff, customers, and potential clients during the RSNA annual meeting. Conveniently located in both exhibit halls at McCormick Place, they are a great extension of your booth for companies with the need to conduct business privately.

Meeting Suite Options		
Standard Meeting Suite	Standard Meeting Suite with Ceiling	Large Suite
Size: 13'x13'	Size: 13'x13'	Size: 20'x20'
10' high fabric wall with locking door	10' high fabric wall with locking door, ceiling, fans and lights	10' high fabric wall with locking door
Carpet	Carpet	Carpet
One 8' Conference table	One 8' Conference table	One Hollow square table
8 Executive chairs	8 Executive chairs	14 Executive chairs
One 22"x28" Identifying Sign	One 22"x28" Identifying Sign	One 22"x28" Identifying Sign
5 amp electrical	5 amp electrical	5 amp electrical
<b>Exhibitor: \$7,500</b>	<b>Exhibitor: \$10,000</b>	<b>Exhibitor: \$17,000</b>
*Non-Exhibitor: \$9,750	*Non-Exhibitor: \$13,000	*Non-Exhibitor: \$22,100

### Food & Beverage

Companies are permitted to have food and beverage service within their Meeting Suite. Alcoholic beverages are strictly prohibited. SAVOR is the exclusive food and beverage provider for McCormick Place. Once your suite is assigned, you'll receive the official catering menu.

### Labor

All Meeting Suite labor, material and services will remain under the control of the general service contractor. Exhibitor Appointed Contractors may be used for internal set-up only, Meeting Suites will be fully constructed by Friday, November 23. At that time, you may begin internal set-up of your suite.

### Meeting Suite Hours

Suites will be available Sunday, November 25 to Wednesday, November 28 between the hours of 8 AM and 5 PM and Thursday, November 29 between the hours of 8 AM and 2 PM. Hosting a meeting with professional attendees outside of Technical Exhibit hours (before 10 AM) requires an approved VIP Morning Meeting Request Form; meetings after 5 PM are not permitted.

### \*Non-Exhibitor Suite Rental

Suites are available to non-exhibiting companies whose products and services are directly related to the teaching and practice of radiology and are subject to approval in its discretion by the RSNA Technical Exhibits Committee. Non-exhibitor rental rates apply. In addition to suite rental, non-exhibitors will receive:

- 5 complimentary exhibitor badges. A fee will be assessed for each badge produced over this complimentary allotment
- 5 complimentary guest badge promo-codes to be used for your customers and guests
- Access to the RSNA Housing System
- Non-exhibitors are not eligible to receive RSNA Registration list and will not be promoted in the RSNA exhibitor list

### Deadline

Deadline to reserve an RSNA Meeting Suite is September 28. Rental requests may be considered after this date if space is available.

### Priority Points

One priority point will be earned for each Meeting Suite rented.

### Questions? Contact:

Jorie Dydo  
 Manager: Technical Exhibits  
 1-630-571-7851  
[jdydo@rsna.org](mailto:jdydo@rsna.org)



# RSNA Meeting Suite Terms and Conditions

## I. Order Form

The order form must be signed by an authorized representative of your company and accompanied by payment and completed application which includes requested suite size. Any additions, deletions or addenda to the original application must be made in writing. No change will be considered without an official written request. Incomplete forms will not be accepted.

## II. Eligibility

RSNA Meeting Suites are available to RSNA 2018 Technical Exhibitors and non-exhibitors, whose products and services are directly related to the teaching and practice of radiology and are subject to approval in its discretion by the RSNA Technical Exhibits Committee.

## III. Meeting Suite Rental Rate

Standard 13'x13': \$7,500 (exhibitor); \$9,750 (non-exhibitor)

Standard with Ceiling 13'x13': \$10,000 (exhibitor); \$13,000 (non-exhibitor)

Large 20'x20': \$17,000 (exhibitor); \$22,100 (non-exhibitor)

## IV. Space Payment

Applications must be accompanied by a full payment at the time of submitting the application to RSNA. Payment must be in U.S. funds drawn on a U.S. bank.

Checks should be payable to Radiological Society of North America, Inc.

The RSNA tax identification number is 15-0539115.

Exhibitors may wire transfer payments 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 (approx. \$20) are the responsibility of the exhibitor.

## V. Cancellation Policy

Cancellations made before September 28, 2018 will receive a refund. 100% of the total fee will be retained for cancellations received after September 28, 2018. All cancellations must be made in writing.

## VI. Meeting Suite Activities

Meeting Suites are available for full meeting rental to host meetings, staff, customers and potential customers. Hospitality, educational sessions and product demonstrations are not permitted inside Meeting Suites. Companies may not assign, sublet or apportion to others the suite allocated. Food and beverage service is permitted.

## VII. Insurance & Liability

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 attorneys' 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.

## VIII. Violations and Penalties

Meeting Suite activities found to be in violation of these guidelines shall be immediately discontinued. This agreement is in addition to the contract for exhibit space. All terms, conditions, rules & regulations contained therein remain in full force. The exhibitor waives any rights to claims of damages arising out of enforcement of these guidelines.

## IX. Amendments

All matters and questions not covered by the above guidelines are subject to the discretion of RSNA. These RSNA guidelines may be amended at any time by RSNA, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by RSNA to such parties.

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