

RSNA Technical Exhibits

820 Jorie Blvd, Oak Brook, IL USA 60523
Tel. 1-630-481-1046 | Email: sales@RSNA.org
RSNA.org/Exhibitors

RSNA 2018
TOMORROW'S
RADIOLOGY TODAY
EXHIBITS: NOVEMBER 25-29

VIP Morning Meeting Request Form

Deadline: 4 PM one day prior to the meeting – Late submissions will not be accepted

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 26 through Thursday, November 29. To request a VIP Morning Meeting, please submit this form with a list of attendees to RSNA for approval by 4 PM the day prior to the meeting. Please review the following guidelines prior to applying.

A separate form must be submitted for each day, and a separate VIP Attendee List form must be submitted for each group.*

- A single group of registered attendees cannot exceed 60 people per time slot. All attendees must remain within the exhibitors' booth or meeting suite. Companies are limited to (4) groups per day.
- The complete list of meeting attendees must be submitted on the attached VIP Attendee List form no later than 4 PM the day prior to the meeting. Late submissions will not be accepted. Forms not submitted prior to November 16, 2018 must be brought to the Exhibition Services Office at McCormick Place.
- Attendees must be registered for the annual meeting.
- VIP Morning Meetings are available on Monday, November 26–Thursday, November 29 from 8 to 10 AM, with the last group entering the hall before 9:30 AM. NO early morning meetings will be approved for Sunday, November 25.
- Companies will be responsible for providing hosts to and from these entry points. Handheld identifying paddle signs are recommended.

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 small snacks and liquid refreshments can be served within the booth. Please refer to the RSNA Food & Beverage policy.
- All VIP Morning Meetings must remain in compliance with all RSNA Rules and Regulations.
- If you have any questions, please contact RSNA Exhibition Services at 1-630-571-7850 or exhibits@rsna.org.

*** NOTE: All attendee lists must be submitted via the VIP Attendee List form. No other lists will be accepted.**

Exhibiting Company Information

Exhibiting Company _____

Official Contact _____

Booth Number _____

Telephone _____

Cell Phone _____

Email Address _____

Meeting Information

Choose Day:

Monday 11/26 Tuesday 11/27 Wednesday 11/28 Thursday 11/29

Choose Time:

8:00 AM 8:30 AM 9:00 AM 9:30 AM

Booth Escort's Name _____

Booth Telephone or Escort's Cell Phone # _____

Return your signed VIP Morning Meetings request form with one completed VIP Attendee List form per group to:

Before November 16, 2018

exhibits@rsna.org

After November 19, 2018 (onsite)

Exhibition Services Office, North Building, near booth 8309

Agreed to

X

Signature of Main Exhibit Contact _____

Date _____

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

*** NOTE: All attendee lists must be submitted via the VIP Attendee List form. No other lists will be accepted. Late submissions will not be accepted.**

VIP Attendee List Form

Deadline: 4 PM one day prior to the meeting – Late submissions will not be accepted

Exhibiting Company Information

Exhibiting Company _____

Hall _____

Booth Number _____

Host _____

Group Number or Name *(for your reference)* _____

Day:

Monday 11/26 Tuesday 11/27 Wednesday 11/28 Thursday 11/29

Time:

8:00 AM 8:30 AM 9:00 AM 9:30 AM

Attendee Names

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