Please type and submit by E-mail.

RSNA® 2013
THE POWER OF PARTNERSHIP
December 1–6 | McCormick Place | Chicago

Radiological Society of North America
99th Scientific Assembly and Annual Meeting
McCormick Place, Chicago
RSNA2013.RSNA.org

Exhibitor Function Space Request Form

Deadline: November 15, 2013

General Information: Please complete one form for each function being planned.

Company | Booth Number

Official Contact | Title

Address

City | State/Province | ZIP/Postal Code | Country

Telephone | Fax | E-mail Address

Meeting Information

Name of Function

Function's Purpose

Day/Date ____ through: ____ (Please leave blank if your meeting is only one day) | Start Time | End Time | Number of People

Type of Attendees: ☐ Radiologists/Physicians ☐ Exhibitors ☐ Company Staff ☐ Other ____ (Please specify)

Function Type

- ◯ Breakfast
- ◯ Lunch
- ◯ Dinner
- ◯ Reception
- ◯ Staff/Company Meeting
- ◯ Other ____
- ◯ Focus Group

Set-up Requirements

- ◯ Conference
- ◯ Rounds
- ◯ School Room
- ◯ Hollow Square
- ◯ Theater
- ◯ Other ____
- ◯ U-Shape
- ◯ Cocktail Rounds

Preferred Facility (McCormick Place Convention Center is not available)

1st Choice

2nd Choice

3rd Choice

◯ Hold Forms Until Housing is Assigned

◯ Send Forms to Hotel Upon Receipt

Any and all charges for services levied by hotels or other venues are the responsibility of the function sponsor. RSNA is not responsible for payment for any services connected with the event. RSNA has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

☐ **I have read, understand and agree to the RSNA Exhibitor Function Space Guidelines. This form will be returned if the box is not checked.**

Return this form to:

RSNA Meetings Department
820 Jorie Blvd.
Oak Brook, IL 60523-2251
Fax: 1-630-571-7837
E-mail: meetingservices@rsna.org

Submit by E-mail

Print copy of form for your records

For RSNA/Hotel Use Only - Please do not write in this area

/ / Approved: ☐ yes ☐ no
Date Received

Authorized By | Date

Hotel

Contact Person

Room Assignment