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 Guidelines

Deadline: November 15, 2013

It is the exhibiting company's responsibility to distribute copies of this information to the appropriate company personnel and/or any agents, representatives or contractors involved in planning activities at the RSNA annual meeting. The exhibiting companies requesting space are responsible for the actions of their employees and/or agents and they will be expected to follow all rules and guidelines outlined below.

Exhibitor-sponsored meetings may be conducted in conjunction with the RSNA annual meeting under the following guidelines and with the approval of RSNA.

1. Type of Function:

   a. **Entertainment/social events:** Receptions or dinners, where there is no formal educational programming, are held in hotels, restaurants, private clubs or other facilities, are limited to a predetermined guest list of not more than 1,000 radiologists, their guests and such other invitees as the exhibitor may wish. (Employees/agents of the host company shall be considered over and above this number.) Cultural events, such as concerts, theater productions and museum events, are subject to the same limitation. These events may not conflict with the official RSNA program or exhibit hours (refer to schedule below). Product and/or equipment demonstrations are prohibited.

   b. **Focus groups:** Meetings that target a specific group of attendees to obtain specific data, must not exceed 50 persons, and may not conflict with the official RSNA program or exhibit hours (refer to schedule below). Product and/or equipment demonstrations are prohibited.

   c. **Staff/company meetings:** Attendance is limited to the staff of the exhibiting company only and should not include professional attendees. No date and time restrictions apply.

   For any educational functions that include a formal presentation or procedural instruction, complete a Non-RSNA Satellite Symposium Form.

2. Exhibitors may conduct approved functions during the following hours:

Saturday, November 30	Before 12:00 p.m. After 5:00 p.m.
Sunday, December 1	Before 8:00 a.m. After 6:00 p.m.
Monday, December 2 - Thursday, December 5	Before 8:00 a.m. After 6:30 p.m.
Friday, December 6	Before 8:00 a.m. After 3:15 p.m.

3. Transportation to and from the event cannot start prior to or end after the designated times. Transportation from McCormick Place ends at 6:45 p.m. RPMs is contracted as the RSNA official transportation company. If you need to make transportation arrangements for your function, please contact Jeff LoGioco at 1-401-294-0040.

4. Companies may request function space at any of the RSNA contracted hotels. All space in the convention center is reserved solely for RSNA activities.

5. Any and all charges for services levied by the 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.

6. Functions 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.

7. Cancellation of technical exhibit space results in the immediate release of any assigned function space.

8. Third-Party Organizers: Exhibitors who choose to use a third-party organizer must submit a letter on company letterhead naming the third party as being authorized to handle planning responsibilities on the exhibitor's behalf. No direct requests from third-party organizers will be considered.

For additional information, contact:

Kristin Corbett
Assistant, Meeting Services
1-630-571-7841
kcorbett@rsna.org

or

Kim Christianson, CMP
Senior Manager, Meeting Services
1-630-571-7848
kchristianson@rsna.org

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.

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.