

Technical Exhibit Space Change Form

Date: _____

1. Exhibitor Information:

Company Name: _____

Primary Contact: _____

Telephone: _____

Email Address: _____

2. Current Booth Location:

Hall: Hall A (South) Hall B (North)

Booth Number: _____

Booth Size: _____ X _____

3. Booth Change Information:

New Booth Size: _____ X _____

Cancel Booth, reason _____

4. Terms and Conditions

Written notification of cancellation or reduction of space must be received by RSNA on or before the dates specified below:

- If space is canceled or reduced prior to July 10, 2015, a full refund will be made or credit issued for the amount space has been reduced.
- If space is canceled or reduced after July 11, 2015, but by August 7, 2015, 25% of the rental fee for the canceled space will be retained by RSNA.
- If space is canceled or reduced after August 7, 2015, the exhibitor shall remain liable to RSNA for the total rental fee for the space canceled.

Refunds for reduced space will not be given until after the meeting has occurred.

Cancellation of exhibit space will result in the release of all assigned sleeping rooms, function space and exhibitor badges for the RSNA annual meeting. For companies reducing exhibit space, sleeping rooms and exhibitor badges will be decreased accordingly to the hotel and registration formula.

5. Submission

Agreed to: _____

Exhibitor Representative _____

X

Authorized Signature _____

Date _____

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

_____/_____/_____
Date Received

_____/_____/_____
Response to Exhibiting Company

Notes: _____

Return this form via email to RSNA Technical Exhibits Department at exhibits@rsna.org or fax at 630-571-7837