

## RSNA Space Selection Proxy Form

### RSNA EXHIBITION SERVICES

If your company will not be able to participate in the Space Selection Process for RSNA 2024 during your scheduled appointment and you wish to authorize RSNA to select your company's exhibit space on your behalf, please complete this Proxy Space Selection Form.

On your behalf, RSNA will select the best available booth using your preference order. In the event no exhibit space on your list is available, RSNA will use their best judgement to select the best exhibit space of the size indicated and as close to the exhibit space you have requested as possible. You may withdraw this Proxy Space Selection Form at any time up to the time that space is selected for you.

Company Name: \_\_\_\_\_

Appointment Day and Time: \_\_\_\_\_

Preference #1 – Booth \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_

Preference #2 – Booth \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_

Preference #3 – Booth \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_

Preference #4 – Booth \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_

Preference #5 – Booth \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_

*To combine booths, please list all of the booth numbers on one line and list the full size of space that you wish to have; do not list the booths sequentially in the preference list or they will not be combined.*

Add anything RSNA should take into consideration when selecting your booth if listed booth preferences are not available (i.e. hall preference, showcase, near a particular partner company, not near a particular competitor, etc.):

After the booth is placed on hold, the primary contact will receive an email requesting confirmation of your booth selection and to digitally sign your space contract.

My company understands that the Proxy Space Selection Form is NOT a space reservation form but is a legal and binding agreement. My company agrees to accept the booth number(s) and location selected on our behalf by RSNA Show Management and understands that we are liable for the exhibit space(s) selected.

A 25% deposit is due at booking, no later than January 1, 2024. If space is cancelled or reduced in writing to RSNA Exhibition Services by December 31, 2023, a full refund will be made or credit issued for the amount of space that is reduced.

I authorize RSNA to select the best exhibit space available not to exceed the size indicated above.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Please return this form to [exhibits@rsna.org](mailto:exhibits@rsna.org) at least four hours in advance of your appointment. When sending the form, please include RSNA 2024 Proxy Form in the subject line.