



Exhibitor Function Space Guidelines

Deadline: November 10, 2023

It is the exhibiting company's responsibility to distribute these guidelines 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 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 professional attendees, 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 functions that include an educational program, a formal presentation, panel discussion or procedural instruction, complete a [Non-RSNA Satellite Symposium Form](#).

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

Sunday, November 26	Before 8:30 a.m. After 6 p.m.
Monday, November 27– Wednesday, November 29	Before 7:30 a.m. After 6 p.m.
Thursday, November 30	Before 7:30 a.m. After 4:30 p.m.

3. Companies may request function space at any of the RSNA contracted hotels. All space in McCormick Place is reserved solely for RSNA activities.

4. Transportation to and from the function cannot start prior to or end after the designated times. Transportation from McCormick Place ends at 6:15 p.m. from Sunday through Wednesday and 5 p.m. on Thursday.
5. Any exhibiting company planning to have buses drop off or pick up passengers at McCormick Place must notify RPMs, RSNA's official shuttle bus provider, by sending an email to rsnatransportation@rhodeplanning.com as we will need to provide specific instructions in advance of arriving at McCormick Place.
6. 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 function. RSNA has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.
7. The health and safety of our attendees, exhibitors, and personnel remain our top priority. RSNA will follow recommendations issued by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and state and local health authorities. If any requirements are implemented to adhere to these guidelines, the appropriate guideline will be modified. Each company will be notified in writing of the modification.
8. 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.
9. Cancellation of technical exhibit space results in the immediate release of any assigned function space.
10. **Third-Party Organizers:** Exhibitors who choose to use a third-party organizer must submit written correspondence to meetingservices@rsna.org naming the third party. No direct requests from third-party organizers will be considered.

FOR ADDITIONAL INFORMATION, CONTACT:

RSNA Meeting Services meetingservices@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.