

RSNA EXHIBITOR SUITE REQUEST FORM

Deadline date: November 2, 2016

For suite rate information, please e-mail rsnaexh@experient-inc.com

TERMS AND CONDITIONS

Exhibitor agrees to abide by the terms and conditions of the Exhibitor Suite Request Form and the 2016 Exhibitor Rules and Regulations, which are made a part of this contract by reference and are fully incorporated herein. **Due to the high demand for suites at the Hyatt Regency McCormick Place Hotel, each company can request no more than one (1) hospitality suite and two (2) non-hospitality suites at this hotel.** Hyatt Regency McCormick Place suite descriptions are listed on the attached pages.

This form applies to all exhibitors requiring suites. Suite requests are considered over and above the number of sleeping rooms requested. Earned 2015 exhibitor priority points determine sequential order for processing suite request forms received by Monday, June 27, 4 PM (CST). After this date suites will be assigned on a first-come, first-served basis. Suite requests must be received on this official Suite Request Form along with the appropriate deposit. If a suite is being requested for hospitality purposes only, please complete the Function Request Form (available at www.rsna.org/exhibitors and click on Exhibitor Resources). Print clearly.

Exhibitor Information:

Exhibiting Company	Official Housing Representative () ()		
Address	Telephone	Fax	
City	State/Province	ZIP/Postal Code	Country
Email Address			

HOUSING CHANGES, CANCELLATIONS AND EARLY DEPARTURES

Prior to November 2, 2016, log in to the exhibitor housing site (RSNA.org/exhibitors) to make room reservations, name changes, arrival/departure date changes and room cancellations

November 7 - 14, 2016, reservations and deposits will be transferred from Experient to the hotels and therefore cannot be altered during this period.

Beginning November 15, 2016, contact the hotel directly for date changes and room cancellations.

Room availability and rates are at the hotel's discretion.

Reservations may be canceled without charge up to 72 hours prior to guest's scheduled arrival date. Failure to comply will result in forfeiture of the deposit equal to one night's room and tax.

Failure to check in at the hotel on your scheduled arrival day will result in forfeiture of your reservation and hotel deposit. The hotel will accommodate you on a space-available basis.

When canceling your room reservation directly with the hotel, document the date and time of your call, name of the person with whom you spoke, and obtain a cancellation number.

Please identify the primary purpose for this suite (check one):

- Sleeping Hospitality/Entertaining Both

If this suite is being requested for hospitality purposes only, please complete a Function Space Request Form, available at www.rsna.org/exhibitors and click on Exhibitor Resources.

Suite Request Forms submitted by email will NOT be accepted.

Due to PCI compliance, Suite Request Forms submitted by email will NOT be accepted. **Please fax (1-847-996-5401)** or mail completed form to:

RSNA 2016 Experient Exhibitor Housing
1 Overlook Point, Suite 600
Lincolnshire, IL 60069

For Office Use Only			
Date Received	Time Received	Form Sent Via	Payment

Name of Suite Occupant	
1st Choice Hotel Name or Hyatt Regency McCormick Place Suite Name (as listed on the next page)	
2nd Choice Hotel Name or Hyatt Regency McCormick Place Suite Name (as listed on the next page)	
3rd Choice Hotel Name or Hyatt Regency McCormick Place Suite Name (as listed on the next page)	
Type of Suite: <input type="checkbox"/> One Bedroom <input type="checkbox"/> Two Bedroom	
Other: _____	
Arrival Date	Departure Date

Deposits

A deposit equal to a one-night stay including tax (17.4% Chicago hotel tax) is required to confirm your suite request. Reservations must be secured with a major credit card at the time of booking. The credit card must be valid through December 2016 and will be charged by the hotel approximately two weeks before the annual meeting. If the credit card is declined, the reservation may be canceled by the hotel. Checks, money orders or wire transfers will not be accepted for suite requests.

Payment

To aid in processing your suite request correctly, please complete the following:

- American Express Discover
 MasterCard Visa

Credit Card Information

Card Number	Expiration
Name As It Appears on Card	
Cardholder's Signature (Required)	

Total Enclosed \$ _____

HYATT REGENCY McCORMICK PLACE SUITE DESCRIPTIONS AND RATES

- Rates do not include a 17.4% Chicago hotel tax (subject to change).
- Room numbers for suites will be provided upon check-in.
- Easels may not be placed in the hallways of the guest room floors.
- Pens and pads are not provided in the suites.

Type of Suite	Square Footage	Furniture Details	Hospitality Details	Audio Visual Details
Executive Suite Suite rate: \$407 per night	845 square feet	<ul style="list-style-type: none"> • Executive Suites are offered with a mini refrigerator. • Living room area contains soft furniture. • Existing furniture may NOT be moved or removed from the suite. • Additional furniture such as tables or easels may NOT be added to this suite. 	This suite is not ideal for hospitalities or meetings. The parlor and the bedroom are in the same room. This suite does not have a dining table.	Flat-screen TV
Skyline Suite Suite rate: \$677 per night	845 square footage does include bedroom	<ul style="list-style-type: none"> • Kitchenette includes a sink and refrigerator. • Living room area contains soft furniture. • Conference table that seats six (6) guests. • Water pitchers are not part of the suite set-up; however, bottled water is available for purchase through In-Room Dining. • Existing furniture may NOT be removed from the suite. • Additional furniture such as extra chairs, tables, or easels may NOT be added to this suite. • Must order from current Hospitality Menu. • Banquet Menus may not be utilized in these suites. • Hospitality orders must be arranged a minimum of 2 weeks in advance. • Receptions must conclude by 9 PM to adhere to quiet hours. 	<ul style="list-style-type: none"> • Must order from current Hospitality Menu. • Banquet Menus may not be utilized in these suites. • Hospitality orders must be arranged a minimum of 2 weeks in advance. • Receptions must conclude by 9 PM to adhere to quiet hours. 	Flat-screen TV in the suite is compatible to act as projection screen; however, the TV faces the soft furniture and does not swivel. If you want a screen in front of the conference table, a projection screen must be ordered by Encore (Hotel in-house AV company).
Regency Suite Suite rate: \$677 per night	706 square footage does include bedroom	<ul style="list-style-type: none"> • Kitchenette includes a sink and refrigerator. • Living room area contains sectional couch and other soft seating. • Conference table that seats six (6) guests • Water pitchers are not part of the suite set-up; however, bottled water is available for purchase through In-Room Dining. • Existing furniture may NOT be removed from the suite. • Additional furniture such as tables or easels may NOT be added to this suite. 	<ul style="list-style-type: none"> • Must order from current Hospitality Menu. • Banquet Menus may not be utilized in these suites. • Hospitality orders must be arranged a minimum of 2 weeks in advance. • Receptions must conclude by 9 PM to adhere to quiet hours. 	Flat-screen TV in the suite is compatible to act as projection screen; however, the TV faces the soft furniture and does not swivel. If you want a screen in front of the conference table, a projection screen must be ordered by Encore (Hotel in-house AV company).
Lakeshore Suite Suite Rate: \$1,150 per night	1,350 square footage does include bedroom	<ul style="list-style-type: none"> • Full kitchen includes an oven, microwave, refrigerator, sink, and dishwasher. • Living room area contains soft furniture. • Conference table that seats eight (8) guests. • Water pitchers are not part of the suite set-up; however, bottled water is available for purchase through In-Room Dining. • Existing furniture may NOT be removed from the suite. • Additional furniture such as extra chairs, tables, or easels may NOT be added to this suite. 	<ul style="list-style-type: none"> • Must order from current Hospitality Menu. • Banquet Menus may not be utilized in these suites. • Hospitality orders must be arranged a minimum of 2 weeks in advance. • Receptions must conclude by 9 PM to adhere to quiet hours. 	Flat-screen TV in the suite is compatible to act as projection screen and faces the conference table.
Grand Suite Suite Rate: \$1,250 per night	1,355 square footage does include bedroom	<ul style="list-style-type: none"> • Wet bar includes sink and refrigerator. • Living room area contains soft furniture. • Conference table that seats six (6) guests. • Existing furniture may NOT be removed from the suite. • Additional furniture such as extra chairs, tables, or easels may NOT be added to this suite. • Water pitchers are not part of the suite set-up; however, bottled water is available for purchase through In-Room Dining. 	<ul style="list-style-type: none"> • Must order from current Hospitality Menu. • Banquet Menus may not be utilized in these suites. • Hospitality orders must be arranged a minimum of 2 weeks in advance. • Hospitalities for 20 guests and under are allowed in this suite. Receptions must conclude by 9 PM to adhere to quiet hours. 	Flat-screen TV in the suite is compatible to act as projection screen; however, the TV faces the soft furniture and does not swivel. If you want a screen in front of the conference table, a projection screen must be ordered by Encore (Hotel in-house AV company).

HYATT REGENCY McCORMICK PLACE SUITE DESCRIPTIONS AND RATES

- Rates do not include a 17.4% Chicago hotel tax (subject to change).
- Room numbers for suites will be provided upon check-in.
- Easels may not be placed in the hallways of the guest room floors.
- Pens and pads are not provided in the suites.

Type of Suite	Square Footage	Furniture Details	Hospitality Details	Audio Visual Details
Presidential Suite Suite Rate: \$1,350 per night	1,571 square footage does include bedroom	<ul style="list-style-type: none"> • Kitchenette includes a sink and refrigerator. • Living room area contains soft furniture. • Conference Table that seats six (6) guests. • Existing furniture may NOT be removed from the suite. • Additional furniture such as extra chairs, tables, or easels may NOT be added to this suite. 	<ul style="list-style-type: none"> • Must order from current Hospitality Menu. • Banquet Menus may not be utilized in these suites. • Hospitality orders must be arranged a minimum of 2 weeks in advance. • Hospitalitys for 20 guests and under are allowed in this suite. Receptions must conclude by 9 PM to adhere to quiet hours. 	Flat-screen TV in the suite is compatible to act as projection screen; however, the TV faces the soft furniture and does not swivel. If you want a screen in front of the conference table a projection screen must be ordered by Encore (Hotel in-house AV company).
Park Suite Suite Rate: \$1,350 per night	1,680 square footage does include bedroom	<ul style="list-style-type: none"> • Kitchenette includes sink, refrigerator, microwave, and TV. • Living room area contains soft furniture that seat four (4) guests. • Conference table that seats six (6) Guests <p>**There are (2) Park Suites in the North Tower of the hotel. One of the suites has a regular size table that seats six (6) guests. The other Park Suite has a hightop table that seats six (6) guests with a barstool.</p> <ul style="list-style-type: none"> • The bedroom is separated from the parlor by a sliding pocket door that does not lock. • Existing furniture may NOT be removed from the suite. • Additional furniture such as extra chairs, tables, or easels may NOT be added to this suite. 	<ul style="list-style-type: none"> • Must order from current Hospitality Menu. • Banquet Menus may not be utilized in these suites. • Hospitality orders must be arranged a minimum of 2 weeks in advance. • Hospitalitys for 20 guests and under are allowed in this suite. Receptions must conclude by 9 PM to adhere to quiet hours. 	Flat-screen TV in the suite is compatible to act as projection screen; however, the TV that faces the conference table is small and mounted to the wall. It is recommended that a projection screen be ordered by Encore (Hotel in-house AV company).