

## VIP Morning Tours

Deadline: November 22, 2013

Exhibitors can conduct a private pre-show meeting/demonstration to a group of their customers prior to the Technical Exhibits hours of operations on Monday, December 2 through Thursday, December 5. To request a VIP Morning Tour, please submit this form with a list of attendees and payment to RSNA for approval by Friday, November 22. Please review the following guidelines prior to applying.

### A separate form must be submitted for each day.

- A single group of registered attendees cannot exceed 30 people. Companies are limited to (4) groups per day.
- The complete list of meeting attendees must be submitted no later than Saturday, November 30 to the Exhibitor Help Center at McCormick Place.
- Attendees must be registered for the annual meeting.
- VIP Morning Tours are scheduled on Monday, December 2 – Thursday, December 5 from 8:00 a.m. to 10:00 a.m., with the last group entering the hall before 9:30 a.m. NO early morning meetings will be approved for Sunday, December 1.

- Companies will be responsible for providing escorts to and from these entry points:

**Points of entry** – *check-in desk will be available at each location*

Hall A, South Building: Grand Concourse, Level 3 (east entrance)

Hall B, North Building: Grand Concourse, Level 3 (right of escalators)

- Only liquid refreshments can be served and must be distributed within the booth area.
- All VIP Morning Tours must remain in compliance with all RSNA Rules and Regulations.
- There is a \$100 charge per tour per day. Multiple tours on a given day will be charged at the following rates: 2-3 Groups – \$150; 4 Groups – \$200.
- If you have any questions, please contact RSNA Technical Exhibit Services at 1-630-571-7850 or [exhibits@rsna.org](mailto:exhibits@rsna.org).

## Exhibiting Company Information

Exhibiting Company	Official Contact	Booth Number
Telephone	Fax	Email Address

### Meeting Information

Choose Day:

- Monday 12/2    Tuesday 12/3    Wednesday 12/4    Thursday 12/5

Choose Time:

- 8:00 a.m.    8:30 a.m.    9:00 a.m.    9:30 a.m.

Booth Escort's Name

Booth Telephone or Escort's Cell Phone #

I have read, understand and agree to the RSNA Rules and Regulations and to the guidelines pertaining to VIP Morning Tours.

### Agreed to

**X**

Signature of Main Exhibit Contact

Date

Return your signed VIP Morning Tours form with attendee list to:

### Before November 22, 2013

1-630-571-2198 (fax)

### After November 25, 2013

Exhibitor Help Desk (onsite), location:

South Building (1000 – 5999), near booth 3339

North Building (6000 – 8599), near booth 8355

### Payment Information

\$ \_\_\_\_\_ #( ) Group(s)  
Amount

Check (drawn on a U.S. bank in U.S. dollars) payable to RSNA  
By sending your check to us, you authorize RSNA to convert the check into an electronic funds transfer. Please be aware that your bank account may be debited as soon as the same day we receive your payment.

- Visa    MasterCard    American Express  
 Discover    Diners Club

### Credit Card Information

Card Number

Exp Date

Name as it Appears on Card

**X**

Authorized Signature Required