

## Affiliate Function Space Guidelines

Deadline: November 13, 2009

It is the affiliate group's responsibility to distribute copies of this information to the appropriate company personnel and/or any agents, representatives or contractors involved in planning activities at the RSNA annual meeting. The affiliate groups requesting space are responsible for the actions of their employees and/or agents and will be expected to follow all rules and guidelines outlined below.

1. Requests for meeting/function space from affiliate groups will be considered for the purpose of social events and small committee meetings. Requests for space will be reviewed annually and shall be considered on a first-come, first-served basis.
2. Space will not be provided within the convention center or RSNA block hotels to affiliates conducting general membership meetings or for the presentation of educational symposia or other scientific program activities.
3. Groups occupying space in the convention center or hotels must provide appropriate staff to coordinate all such activities.
4. Any and all charges for services levied by the convention center, hotels or other venues are the responsibility of the function sponsor. RSNA is not responsible for payment for any services connected with the event. RSNA has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.
5. Affiliate groups may conduct approved non-exhibitor sponsored functions during the following hours:

Saturday, November 28	Before 12:00 p.m. After 5:00 p.m.
Sunday, November 29	Before 8:00 a.m. 12:15 p.m. - 1:30 p.m. After 6:30 p.m.
Monday, November 30 - Thursday, December 3	Before 8:00 a.m. 12:00 p.m. - 1:30 p.m. After 6:30 p.m.
Friday, December 4	Before 8:00 a.m. 12:00 p.m. - 12:45 p.m. After 3:15 p.m.
6. Functions found to be in violation of these guidelines shall be immediately discontinued. The affiliate group waives any rights to claims of damages arising out of the enforcement of these guidelines.

For additional information, contact:

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1-630-571-7841  
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or

Kim Christianson, CMP  
Manager, Meeting Services  
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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 affiliate group 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.

Affiliate Function Space Request Form