

RSNA Vendor Workshop Guidelines

Vendor Workshops are hands-on workshops taught and equipped by exhibiting companies. Workshops are conducted on the vendor's own proprietary system where attendees have the opportunity to gain practical first-hand knowledge from experts in the field of radiology. Workshops are located within the Technical Exhibits. Hours of operation are Sunday, November 28 to Wednesday, December 1, from 10 am to 5 pm each day. CME credit is not available for these workshops.

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 which effect the RSNA Vendor Workshop Guidelines, the appropriate guideline will be modified. Each presenting company will be notified in writing of the modification.

General Guidelines

1. Vendor Workshop sessions are strictly non-CME functions that include education conducted by an RSNA 2021 exhibitor. Vendor is encouraged to demonstrate radiology information systems, PACS, enterprise-wide information integration software, ultrasound equipment and other learning applications. Presentations must be straightforward, professional and non-combative in nature. Medical societies and associations are not eligible to host a Vendor Workshop during the RSNA annual meeting.
2. Vendor will rent space, provide staffing and equipment and be required to follow the RSNA 2021 Exhibitor Rules and Regulations (available under the [Planning your exhibit page](#)).
3. The emphasis of each workshop is education. Sales activities are limited to your exhibit space.
4. Workshops may not exceed 30 workstations, and the Vendor Workshop classrooms are limited to 30 participants each. Capacity limits are subject to change and will be dependent on recommendations from the CDC, state and local authorities and McCormick Place. Sponsor should review and consider the Centers for Disease Control and Prevention (CDC) guidelines on air ventilation, room capacity and cleaning, when applicable.
5. Vendor is responsible for coordination of registration and ticketing of workshop attendees. Vendor is responsible for overseeing admittance, survey distribution and collection and workshop cleanliness. Vendors may not charge a fee to attendees.
6. Vendor will be given five (5) staff badges as part of this opportunity.
7. Workshops must adhere to designated days and hours of operation. Hours of Operations are Sunday, November 28 to Wednesday, December 1, from 10 am to 5 pm.

8. Workshops are located within the Technical Exhibit Halls. As space allows, workshops will be located in the same exhibit hall as your company's Technical Exhibit booth. Location will be determined by RSNA and will be the best available location at the time of application.
9. Physicians may present a Vendor Workshop session on topics that must relate specifically on how to use Vendor's imaging equipment and product for specific clinical applications.
10. Vendor Workshop sponsor agrees to adhere to the "Presentations" guideline under "Booth Activities" in the RSNA 2021 Exhibitor Rules and Regulations (available under the [Planning your exhibit page](#)) by preserving the anonymity of patients and research subjects by removing all potentially identifying information including patient likenesses, identification numbers, names, initials, etc.—from images, charts, graphs, tables, and text.
11. Speaker honoraria are allowed and will be administered by the company or a third-party provider. Exclusivity agreements that prohibit speakers from presenting at other RSNA courses are not allowed.
12. RSNA attendee information is not provided to exhibitors. If an exhibitor wishes to capture attendee information, they may utilize a lead retrieval scanner or include a link within the online program. Sponsor is responsible for ordering lead retrieval scanners in advance of the sessions with RSNA approved vendor.
13. Two classroom sizes are available, 32' wide x 40' deep and 40' wide x 40' deep.
 - a. A 32' x 40' workshop is \$30,000
 - b. A 40' x 40' workshop is \$35,000
14. Classroom is fully enclosed with 9' high gray wall panels, carpeting, ceiling, locking door and HVAC. A 4' check in table is provided. Walls may be increased to 12'. Additional charges by general contractor will apply. Sponsor should review and consider the Centers for Disease Control and Prevention (CDC) guidelines on air ventilation, room capacity and cleaning, when applicable.
15. Each vendor is responsible for all drayage, shipping, furniture rental, AV service, classroom security, cleaning/sanitizing and all other exhibition services (electrical, decoration, etc.), which can be obtained through the [Exhibitor Service Kit](#). This Service Kit will be available July 21.
16. Cancellation of technical exhibit space results in the immediate release of any assigned function space for a Vendor Workshop.
17. Vendor Workshops found to be in violation of RSNA guidelines shall be immediately discontinued. This agreement is in addition to any contract for exhibit space. All terms,

conditions, rules and regulations contained therein remain in full force. The company waives any rights to claims of damages arising out of enforcement of these guidelines.

18. Third-Party Organizers: Companies that choose to use a third-party organizer must submit a letter on company letterhead naming the third party as being authorized to handle planning responsibilities on the exhibitor's behalf. Third-party organizers cannot be a medical society or association. No direct requests from third-party organizers will be considered.
19. 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 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.
20. The company 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.

Signage and Promotional Guidelines

1. Companies must complete and submit the Vendor Workshop Program Submission form in order to be listed in the RSNA 2021 agenda under the Vendor Workshop category and to appear on signage outside the classroom. The form will capture title, program description and speaker(s) which will be listed in the agenda exactly as submitted. Program Submission forms are due September 30. Changes will not be accepted after this date. Refer to Important Deadlines for additional deadlines.
2. RSNA will provide one meter board sign with all workshop session titles and vendor name to be positioned outside the workshop. RSNA will produce a large 6' wide by 18' tall, double-sided hanging banner with company name and vendor workshop number on it to guide attendees to the workshops.
3. All confirmed Vendor Workshops as of June 30 will be listed by company name in the initial PDF version of the agenda, made public with the launch of registration in July. This PDF version will be updated on a regular basis between July and November and new Vendor Workshops will be reflected accordingly. The online agenda, accessible in November on the RSNA 2021 website, will list Vendor Workshops as "Title: Company name" and will include program descriptions and speaker names.

4. Vendor contact information and RSVP links should be included in the Vendor Workshop Submission form. If RSVP link is provided, Vendor may work with RSNA to add this statement to the online program descriptions: *RSVP is required; adding this session to your agenda does not secure your seat in this session.*
5. Workshop host may work with the general contractor (Freeman) on any exterior branding design, but it must be submitted to RSNA for review and approval by September 1.
6. Companies may promote the workshop sessions within their exhibit space. No other signage, promotions, solicitations or branding materials may be used in any other public areas within McCormick Place. Exhibitors may purchase the RSNA Attendee Registration mailing list or participate in RSNA promotional opportunities to promote the workshop sessions. Visit [RSNA.org/Promote](https://www.rsna.org/Promote) to see available opportunities. RSNA meeting logo, marketing collateral and usage guidelines are available [here](#).
7. Titles, learning objectives, program description and speakers must be submitted to RSNA for review and approval by September 30, 2021. Refer to Important Deadlines for additional deadlines.
8. Companies may not misrepresent the workshop sessions as RSNA education in any promotional materials before, during or after the presentation.

IMPORTANT DEADLINES

June

- Book your Vendor Workshop by June 30 to be listed by company name in the initial agenda, made available in July. Program submission form will be emailed during the month of June to companies with confirmed workshops.

July

- RSNA Registration opens July 21 and the initial agenda is available on RSNA's website.

September

- Exterior branding design for Vendor Workshops is due for review by RSNA by September 1.
- Program submission form is due September 30.

October

- Additional equipment, labor and room sets must be finalized with vendors and approved by RSNA by October 31.

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Terms and Conditions

I. Space Payment Schedule

Applications received by June 30 must be accompanied by a non-refundable deposit in U.S. funds drawn on a U.S. bank for 25% of the total workshop rental fee. Applications received on or after June 30 must be accompanied by 100% payment.

Checks should be payable to Radiological Society of North America, Inc. The RSNA tax identification number is 15-0539115.

Vendors may wire transfer payments to:

JP Morgan Chase Bank, NA

10 S. Dearborn St.

Chicago, IL 60603 USA

ABA Transit Number: 071000013

Swift Code: CHASUS33

Account Number: 4184254

All fees associated with wire transfers (approx. \$20.00) are the responsibility of the vendor.

Vendor Workshop space must be fully paid by June 30, 2021.

Applications for companies that have outstanding balances from any previous year due to RSNA, its contractors or suppliers will not be processed without full payment of delinquent and current accounts.

Applications from companies that have canceled after the deadline in any previous year require full payment at the time of application.

II. Cancellation of Workshop

If space is canceled after June 30, 2021, a vendor shall remain liable to RSNA for the total rental fee for the space canceled.

Workshop space not claimed and occupied prior to 1 pm Saturday, November 27, 2021, for which no special arrangements have been made with RSNA, may be reassigned by RSNA without obligation on the part of RSNA to refund fees and without obligation to assign the vendor to other workshop space.

III. Subletting of Space

Vendors may not assign, sublet or apportion to others the whole or any part of the workshop space allocated, and may not demonstrate products or services other than those they directly market.

IV. Insurance & Liability

The vendor shall be fully responsible for any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person, or any loss of or damage to property where such injury, loss or damage is incident to, arises out of, or is in any way connected with the vendor's participation in the exhibition (except as otherwise provided in the lease agreement between RSNA and McCormick Place). It is the vendor's sole responsibility to obtain, at its own expense, any and all licenses and permits to comply with all federal, state and local laws and City of Chicago ordinances for any activities conducted in association with or as part of the RSNA annual meeting. The vendor 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 attorney's 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. Vendors must maintain general public liability insurance against claims for personal injury, death or property damage incident to, arising out of or in any way connected with the vendor's participation in the workshops, in an amount of not less than \$2 million for personal injury, death or property damage in any one occurrence. Such insurance must include coverage of the indemnification obligations of the vendor under the Rules and Regulations and must cover RSNA as an additional named insured. Each vendor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the vendor deems appropriate. Any policy providing such property insurance must contain an express waiver by the vendor's insurance company of any right of subrogation as to any claims against RSNA, its officers, directors, agents or employees.

All agents or representatives performing services at McCormick Place directly for a vendor, other than the vendor's employees, must provide RSNA with original certificates of insurance at the same time a request for an exception under Rule 7 of the RSNA 2021 Exhibitor Rules and Regulations is made. In the event any part of the exhibit hall is destroyed or damaged so as to prevent RSNA from permitting the company to occupy assigned space during any part or the whole of the exhibition period, or in the event occupation of assigned space during any part or the whole of the exhibition period is prevented by strikes, acts of God, national emergency or other cause beyond the control of RSNA, the vendor will be charged for space during the period it was or could have been occupied by vendor; and vendor hereby waives any claim against RSNA, its directors, officers, agents or employees for losses or damages which may arise in consequence of such inability to occupy assigned space, its sole claim against RSNA being for a refund of rent paid for the period it was prevented from using the space.

V. RSNA Workshop Rules & Regulations

The vendor understands and agrees that the RSNA 2021 Exhibitor Rules and Regulations, which are posted on the [RSNA website](#), and the Sponsorship Terms and Conditions, which are posted on [this page](#), are an integral and binding part of this contract.