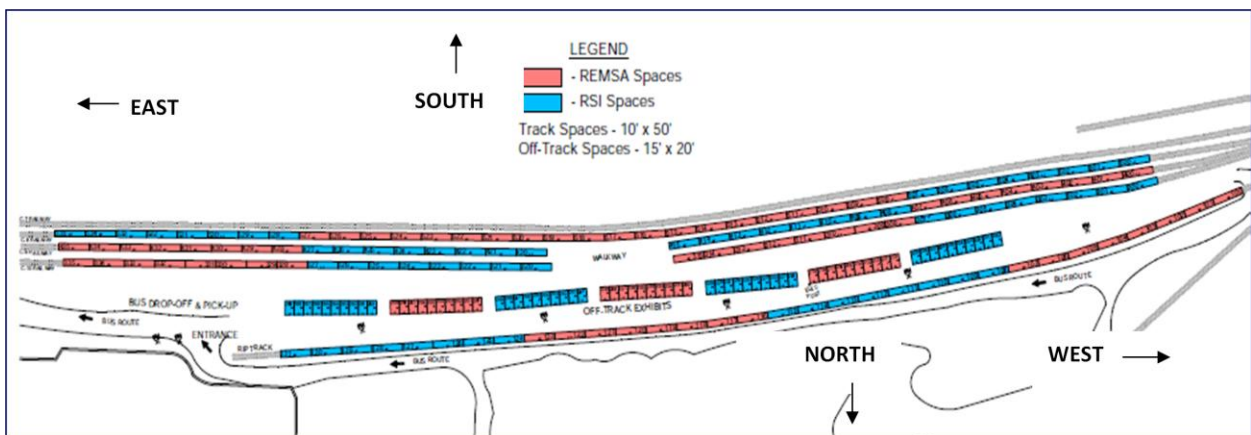


Outdoor Exhibitor Advisory

RSI Exhibitors at Canadian Pacific (CP) Humboldt Yard
June 16, 2011

- 1. Sending Equipment to Humboldt Via Rail:** Exhibitors who are shipping their equipment via rail must make arrangements with an originating railroad to deliver the equipment as close to CP Humboldt Yard as possible. The railroad will be able to tell you how far they are able to transport the equipment. All equipment must have a waybill that specifies it is for the exhibition at Humboldt Yard. Once the equipment is delivered to the end of the originating railroad's line, the originating railroad will notify CP who will make arrangements to transport the equipment to Humboldt.
- 2. Self-Driven Equipment:** Exhibitors with self-driven equipment such as hi-rail vehicles that are being displayed in on-track areas are required to contact RSI by Wednesday, August 27, 2011. Failure to do so could prevent this equipment from the access necessary to move the equipment onto on-track display space. Self-driven equipment must arrive at CP Humboldt Yard not later than Friday, September 9, in order to be placed on the track in the proper exhibit order. The small space between display tracks creates a "land-locked" situation for exhibitors who are not located at the extreme ends of the display tracks. Failure of self-driven equipment to arrive on time will result in such equipment being placed at the west end of the exhibit because there will be no way to place such equipment in the interior sections of the display tracks if it does not arrive on time.
- 3. Proper Placarding of Rail Equipment and Rail Cars:** All on-track rail equipment has to face either East or West in the yard. To make sure your equipment is facing (oriented) the correct way during move-in onto your track space, it is required that orientation placards be attached to the East half of all rail equipment.



Orientation placards are absolutely necessary to provide CP and Freeman with information on how the rail equipment is to be moved onto and oriented in your track space.

The following information must appear on the orientation placards:

- Exhibitor company name
- Exhibitor on-track space number.

In the event of questions on-site during the moving in of on-track equipment, exhibitors are required to provide RSI with a contact name and cell phone number of an exhibitor representative who will be able to answer questions.

4. No Power Washing at Humboldt Yard: Minnesota environmental storm water laws strictly prohibit power washing in the rail yard, and such will not be allowed. There is no means to provide water or for water reclamation. Exhibitors who want to clean their display will have to do so entirely by hand using environmentally friendly, non-toxic cleaning products, and hand wipes. Exhibitors must properly dispose of all cleaning materials such as bottles (glass and plastic), rags, towels, paper, and brushes that are used to clean displays.

5. Safety Requirements at CP Humboldt Yard: CP's Humboldt Yard is an active railroad yard, and exhibitors, their employees, and display houses (exhibitor-appointed contractors) and their employees must confine their activities to the tracks and off-track areas designated for the exhibition's use. All safety rules and regulations and procedures that are required by a railroad of a supplier or contractor when working on a railroad property must be followed during move-in, setup, exhibit hours, and move-out.

6. Equipment Demonstrations: CP requests that all equipment demonstrations be approved by CP on an individual basis. Please address your request to Amanda Patrick (patrick@railwaysupply.org) and be very specific about what you wish to demonstrate, how the demonstration will be handled, what safety steps will be taken, the duration of the demonstration, etc. Companies who wish to perform live demonstrations of their products, services or equipment during tradeshow at Humboldt Yard must comply with the following safety regulations;

- a) Exhibitors who wish to operate equipment with a noise level above 85 dBA must provide disposable hearing protection for anyone who requests it. Operation of equipment is limited to 15 minutes with an interval of 15 minutes of non-operation. This is especially important for equipment which exudes exhaust fumes.
- b) Welding is allowed only on rail that the exhibitor supplies. Welding companies must take care to protect attendees from sparks and flying slag.
- c) To protect attendees during demonstrations, companies must cordon off an area to keep attendees a safe distance from all operating (moving) machine parts. All safety rules, regulations and procedures that are required by a railroad of a supplier or contractor when working on a railroad property must be followed during move-in, setup, exhibit hours, and move-out.

7. Official Service Contractor – Freeman: Freeman is the association's official service contractor at the CP Humboldt Yard. Freeman is the exclusive provider of exhibition services including decorating; furnishings and floor coverings; tents; material/machinery handling; and electrical services at the CP Humboldt Yard. Contact with anyone other than Freeman to move displays into and out of CP Humboldt Yard is strictly prohibited. Information on ordering Freeman and the services of specialty services providers can be found in the online Exhibitor Service Manual.

8. Dress Code at CP Humboldt Yard: During the move-in, setup, and move-out of your display, hard hats, safety vests, work boots, and safety glasses are required to be worn. Steel-toe boots are not mandatory, but street and gym shoes are prohibited. Safety equipment does not have to be worn during actual show hours except when display equipment is in operation. Shorts, sleeveless shirts and open-toes shoes and sandals are prohibited at ALL times.

- 9. Parking: Cabs, Semis, Trailers, Flatbeds, Tool Trucks, etc.:** CP has no room to accommodate parking of trucks, semis, trailers; flatbeds tool trucks, etc., in the yard before, after and during the exhibition. No overnight parking of any vehicle is allowed in the yard.
- 10. Be a Good Tenant:** Please do not bother CP employees while you are in Humboldt Yard. Do not ask to borrow tools or equipment or ask for special favors.
- 11. Shuttle Schedule:** Limited shuttle service to CP Humboldt Yard will begin on Friday, September 16, from 7:30 am to 5:30 pm on 30-minute frequencies, and will conclude on Wednesday, September 21. All shuttles to the yard begin and end at the convention center.
- 12. Registration and Badge Pickup:** Once the exhibit is open on Sunday, September 18, everyone including guests and exhibitors must be wearing an appropriate badge to gain access to exhibits at CP Humboldt Yard.



Support, Connection, Advocacy

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