

Railway Supply Institute, Inc.
Indoor Exhibit Space Application / Contract



For: Railway Interchange 2011
 September 18 – 21, 2011
 Minneapolis Convention Center
 1301 2nd Avenue South, Minneapolis, MN

Company Name (this is how you want it to appear in Railway Interchange publications)

 Company Name

Has your company exhibited at an RSI tradeshow before? Yes No

Address Information (this is where you want all RI 2011 information sent)

 Address

 City State Zip Code Country

Tradeshow Contact Person

 Name

 Job Title

 Email Address

 Work Phone

 Mobile Phone

Space Preferences / Information

- Note: View RSI Online Floor Plan Here:
<http://s15.a2zinc.net/clients/RSI/RSI2011/public/fp.aspx?ID=56&sortMenu=104000>.

	Space Number (s)	Price
1.		
2.		
3.		

- List any company you do or do not wish to be near: _____

The RSI Program Committee will try to accommodate all exhibitor requests but reserves the right to assign closest booth space available if conditions warrant.

- Please note size and weight of the heaviest piece of equipment that you will exhibit.

Length: _____ Width: _____

Height: _____ Weight: _____

Headroom required for forklifts, gates, etc.: _____

Booth Size / Preferences

Exhibit Space Rates per 10' X 10' booth are as follows:

1. Standard 10 x 10 Booth \$2,100 per booth
 - Standard 3 - 5 booths \$2,000 per booth
 - Standard 6 or more \$1,900 per booth

2. Discounted Rear 1/3 of Hall \$1,800 per booth
 - Discounted 3 or more booths \$1,500 per booth

(Rear 1/3 Section is 3046/3147/3246/3247/3347/3446/3447/3546/3547/3646/3747 and behind)

Included in Exhibit Space: 8 foot high pipe and drape back wall, two three foot high pipe and drape side walls, one 7" by 14" identification sign.

Contract

You must submit a signed copy of this contract to the Railway Supply Institute, Inc. Application is hereby made by the undersigned for exhibition space in the RSI Railway Interchange 2011 exhibits to be held at the Minneapolis Convention Center on September 18, 19, 20, and 21, 2011.

The rules and regulations set forth on this contract and those listed in the RSI Handbook of Rules & Regulations located at http://www.rsiweb.org/ri_2011_exhibitor.html have been adopted by the RSI & the Railway Interchange 2011 Program Committee and are hereby made a part hereof and referred to for greater particularity. This application is also subject to Lease Agreement between Railway Supply Institute, Inc., the City of Minneapolis, and the Minneapolis Convention Center.

The Railway Supply Institute, Inc. is the sole sponsor of said Railway Interchange 2011 RSI exhibits for which event this name appears in the application and contract and other related documents in the abbreviated form of "RSI".

Exhibiting companies are required to be a current RSI member in good standing and continue "good standing" status through Railway Interchange 2011. I agree to renew my 2011 membership and dues with the Railway Supply Institute by April 1, 2011. Not doing so will terminate your exhibit space agreement and no refunds will be awarded.

I hereby acknowledge receipt of rules and regulations in this document and in the RSI Handbook of Rules and Regulations with respect to booth rental at Railway Interchange 2011 and I agree to comply with the terms and conditions stated therein.

Signature: _____ Date: _____

Print Name: _____

Company Name: _____

Payment

- Full Payment Must Be Included with Application
- Amount To Be Charged / Enclosed \$ _____
 Visa MasterCard American Express Check Enclosed

Card Number

Exp. Date

CSC/CVV

Card Billing Address (if different)

Card Holder's Name

Signature

Please complete and return this application and contract along with your full exhibit space payment. Make checks payable to the Railway Supply Institute. Send your application and payment to: Railway Supply Institute, Inc., 425 Third Street, S.W./ Suite 920/ Washington, D.C 20024. You may also fax your application to 202-347-0047. Please be sure to review your application for accuracy and make a copy of the completed application for your own records.

Applications are not considered until a signed application is turned in to RSI and the full payment is received. If you have any questions, contact Railway Supply Institute at patrick@railwaysupply.org or (202) 347-4664.

Additional Exhibitor Information

Exhibitor Details: View our Indoor and Outdoor Exhibitor Service Kits to find general exhibition information, details on how to order products and services to enhance your exhibit space through Freeman, and to find a full listing of exhibit hours including move-in and move –out dates.

- [Indoor Exhibitor Service Kit \(Minneapolis Convention Center\)](#)
- [Outdoor Exhibitor Service Kit \(CP Humboldt Yard\)](#)

Please be sure to visit our [Exhibitor Page](#) as will post updated information as often as it becomes available. There are also some important **Exhibitor Must Reads** at the bottom of the page that will assist you as you being the process of planning your exhibit space. The [IAEE Guidelines for Display Rules & Regulations](#) is particularly helpful for planning indoor exhibit space.

Membership Status: RSI exhibitors at Railway Interchange 2011 must be current members of RSI. In order to maintain your exhibit space you must pay your 2011 RSI membership dues by April 1, 2011. View the [2011 RSI renewal form](#).

Full Payment of Exhibit Space: Exhibitors purchasing space after April 1, 2011 must pay the full balance at the time the application is received. Contact me with questions about billing and invoicing.

Exhibitor Registration: There will be no complimentary badges this year like there were in past years. RSI member companies exhibiting must register and pay full registration costs through AREMA. After the Railway Interchange, RSI will rebate \$100 to additional registrations over four. We did lower the cost of exhibit spaces to help accommodate this change. You can register [online here](#). Book your hotel room [online here](#).

Certificate of Insurance (COI) Due June 30, 2011: Both indoor and outdoor exhibitors must provide insurance for Railway Interchange 2011. The COI is due to RSI by June 30, 2011. Please view the sample insurance forms below prior to sending them in, the coverage amounts and description of operations must be the same.

- View [Indoor Liability Insurance- Sample](#)
- View [Outdoor Liability Insurance- Sample](#)

Blueprint of Exhibit Due on June 30, 2011: An exhibit blueprint, sketch or photo with dimensions must be submitted to the Railway Supply Institute by June 30, 2011. Exhibitors **must** note dimensions of the back wall, side walls and other objects fewer than 4 feet on the blueprint, sketch or photo.

If you are not sure of the requirements for exhibit space (indoor or outdoor) you can look at the [RSI Railway Interchange 2011 Handbook of Rules & Regulations](#) . For indoor exhibits you can also look at the [IAEE Guidelines for Display Rules & Regulations](#) as they have a simple, descriptive manual on exhibits.

Sponsorship Opportunities: Promote your product and services and attract top railroad customers to your Railway Interchange exhibit. Sponsorships are your chance to make extra impressions with your customers beyond the show floor. Sponsorship opportunities will include advertisements on the show floor, in the convention program, at social events, and more. View a list of [sponsorship opportunities](#).



Support, Connection, Advocacy

425 Third Street, SW | Suite 920 | Washington, DC 20024
phone (202) 347-4664 | fax (202) 347-0047

www.rsiweb.org

Railway Supply Institute Inc.
Railway Interchange 2011
Indoor Exhibit Space Rules and Regulations & Insurance Requirements

(Can also be found in the RSI Handbook of Rules & Regulations.)

1. WHO MAY EXHIBIT: Exhibitors must be members in good standing at the time of making application for space and at the time of the EXHIBITION of Railway Supply Institute, Inc.

2. BOOTHS: Standard booths are 10' X 10' with larger multiples available on a first-come, first- served basis. Back walls shall not exceed 8 feet in height. Side walls can only extend 5 feet from back wall with a height of 8 feet. The front 5 feet of both side walls cannot exceed 4 feet in height. Products to be exhibited and display items cannot exceed 8 feet in height in any portion of exhibit space.

3. SPACE RENTAL: Booth rental prices are indicated in the exhibitor application accompanied this form. Included in the rental of each 10' X 10' booth space is 8' high back wall drape, 3' high side divider drape and a 7" X 44" two-line identification sign with your company name, city & state and booth number. Please note that exhibitors are responsible for furnishing their exhibit booth spaces. RSI will be responsible for carpeting the aisles only.

4. ALLOCATION OF SPACE: Space will be allocated by the RSI Program Committee. Applications for space should be sent to the offices of RSI as soon as possible. The Committee reserves the right to accept or reject applications for space and to make changes to the floor plan as shown with this application for exhibit space. Upon allocation of space under this application, the RSI will issue its "Official Acceptance of Application & Allocation of Space" signed by RSI, providing all requirements have been met in submission of this application. EXHIBITORS agree to comply in all particulars with the decisions, rules and regulations adopted by the Exhibit Committee regarding the allocation of space, services to be rendered and the general conduct of the Exhibition. With each application for space the Exhibitor shall submit to the RSI Program Committee a detailed drawing of its exhibit. **The drawing must be approved by the RSI Program Committee before the Exhibitor shall be permitted to occupy Exhibit Space.**

5. USE OF SPACE: Space allocated under this contract shall be used only by the Exhibitor to exhibit equipment and products sold by him in the regular course of his business. The Exhibitor shall not assign, sub-let or apportion the whole or any part of the space allocated hereunder to him, nor shall he permit any person, firm or corporation to exhibit or distribute any literature or other advertising matter containing the names or describing the exhibit equipment and products of anyone who is not a member of the Railway Supply Institute, Inc. Exhibitors must keep their equipment, products, display material, etc. within the space allocated to them hereunder. Inasmuch as the RSI is a non-profit organization, and in order to maintain this non-profit status, there shall be no solicitation of orders or sale of any equipment or products, nor shall there be any price or "sold" tags displayed on the premises of the Exhibition or on any exhibits thereof. This exhibition shall be purely educational and informative with the view towards improving the efficiency, safety, maintenance and operation of railroads based upon the latest research and development of the EXHIBITORS.

6. LATE ARRIVAL AND UNOCCUPIED SPACE: In the event any EXHIBITOR shall not begin to occupy its assigned space prior to the opening day of the Exhibit, RSI has the right to re-assign said EXHIBITOR'S space to another EXHIBITOR. If said EXHIBITOR shall then request space, RSI shall endeavor to provide replacement space. Any space remaining unoccupied on the opening day or at any time during the Exhibition may be re-rented by RSI at its option and the EXHIBITOR who had previously contracted for such space agrees to pay the RSI any loss occasioned by such re-rental, or the entire contract price if such is not sub-letted. Cancellations of space cannot be accepted without approval of RSI, and in no case will cancellation be accepted after August 1, 2010.

7. CANCELLATION OF EXHIBITION: In the event that the premises reserved for the Exhibition or any portion thereof shall be destroyed by fire, flood, or other calamity so as to prevent the use of such premises for the purposes and during the time specified herein in the judgment of the RSI Committee, or if the premises cannot be so used because of strikes, terrorism or acts of God, or National Emergency, or in the event the Board of Directors of the RSI deem it advisable not to hold this EXHIBITION, the EXHIBITOR waives any claims against the between Railway Supply Institute, Inc., the City of Minneapolis, and the Minneapolis Convention Center for any damages by reason of such determination and agrees that in the event any expenses have been incurred by the RSI in the preparation for this EXHIBITION, same shall be prorated among the Exhibitors and paid by them respectively.

8. CANCELLATION OF CONTRACT: The RSI Program Committee reserves the right to cancel this contract at any time prior to or during the EXHIBITION if in the judgment of RSI, the EXHIBITOR has violated any of these rules and

regulations and all monies paid by the EXHIBITOR for rental or otherwise shall be retained by the RSI as liquidated damages. In the event this contract is cancelled in accordance with the foregoing provisions, the RSI shall have the right to remove all property and effects of the EXHIBITOR from the space herein contracted for without process of law, and restore possession of said space to itself for such purposes as it may deem advisable. 8-A. FURTHER: The Exhibit Committee reserves the right to cancel this contract in the event the EXHIBITOR becomes insolvent or bankrupt, or in the event a Receiver is appointed for the EXHIBITOR, this contract shall not be considered any part of the assets of the EXHIBITOR.

9. ELECTRICAL:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage."
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

For more information please see page 12 of the IAEE Guidelines for Display Rules & Regulations. For specific electrical rules & regulations of the Minneapolis Convention Center please see page 3 of the "Electrical Service Order Form". Both documents can be found online at the RSI Railway Interchange 2011 exhibitor's page (http://www.rsiweb.org/ri_2011_exhibitor.html).

10. FIRE SAFETY COMPLIANCE: FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

For more detailed information please see Minneapolis Convention Center "Meeting Planners Guide", pages #11-13, "Fire Marshall" and "Fire & Safety Regulations". This document can be found online at the RSI Railway Interchange 2011 exhibitor's page (http://www.rsiweb.org/ri_2011_exhibitor.html).

11. LIABILITY AND INSURANCE: EXHIBITOR assumes entire responsibility and hereby agrees to protect, indemnify and defend the Railway Supply Institute, Inc., the City of Minneapolis, the Minneapolis Convention Center, and their respective employees and agents against any and all claims, losses and damages to persons or property, including but not limited to the EXHIBITION, its agents, employees and business invitees, governmental charges or fines and attorney's fees arising out of or caused by EXHIBITOR'S installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Hilton Chicago and Towers Hotel and their employees and agents. The EXHIBITOR, on signing this Exhibit Contract, expressly releases the foregoing named Railway Supply Institute, Inc., the City of Minneapolis, Minneapolis Convention Center and their respective employees, agents, individuals, committees and firms of and from any responsibility for all claims for loss, damage or injury to the EXHIBITOR'S materials and displays. EXHIBITOR shall provide a policy or policies of public liability and property damage insurance with a company or companies satisfactory to the Exhibit Committee in which the EXHIBITOR, Railway Supply Institute, Inc., the City of Minneapolis and the Minneapolis Convention Center shall be named as insured and in which the limits of liability shall be at least \$2,000,000 general aggregate, \$2,000,000 personal and advertising injury, \$2,000,000 each occurrence, \$100,000 fire damage, and \$10,000 medical expense any one person. The policy shall be on "occurrence" basis, shall include contractual liability coverage. Prior to occupying space assigned, the EXHIBITOR shall deliver to the Exhibit Committee a Certificate of Insurance showing the coverage as outlined above. EXHIBITOR acknowledges that the Railway Supply Institute, Inc., the City of Minneapolis, and the Minneapolis Convention Center do not maintain insurance covering EXHIBITOR'S property and that it is the sole responsibility of EXHIBITOR to obtain business interruption and property damage insurance covering such losses by EXHIBITOR and such other insurance as the EXHIBITOR desires or requires. EXHIBITOR agrees to strictly comply with the applicable terms and conditions contained in the agreement between Railway Supply Institute, Inc., the City of Minneapolis, and the Minneapolis Convention Center regarding the exhibition premises, which will be considered a part of this agreement. (View an indoor Sample Certificate of Insurance Here)

12. SPECIAL SERVICES AND POWER: As part of the EXHIBITOR'S lease of booth space, the RSI will furnish electricity to each booth for use by EXHIBITOR (one 110/120 single phase 1500 watt AC line). EXHIBITOR agrees to pay for all electric energy in excess of that offered by the RSI and any gas, water, sewage, drainage, compressed air, steam and telephone lines or computer hook-ups. Also all wiring connections, installations, power and current, (special lighting) pipe fitting, machine erectors, carpenter work, painting, labor, signs, flowers, furniture and anything else that may be ordered by said EXHIBITOR; all such work to be ordered through the official show contractor of the RSI whose

office is at the hotel show location. No other contractors will be permitted in the building. EXHIBITORS will be billed by the RSI official contractor and bills must be paid before the EXHIBITION closes. Any disputes arising between EXHIBITORS and authorized contractor must be referred to the Director of Exhibits.

13. INSTALLATION, DISMANTLING AND REMOVAL OF EXHIBITS AND EXHIBITOR'S MATERIALS:

INSTALLATION: Complete instructions on installing exhibit materials and equipment, including move-in dates at the Hotel, are listed in the RSI Handbook of Rules and Regulations which can be accessed electronically at www.rsiweb.org/ri_2011_exhibitor.html. No one under the age of 16 is permitted on the exhibit floor during move-in and move-out. EXHIBITORS shall employ Union labor of labor organizations in the Minneapolis area or labor Recognized by such organizations in connection with the installation and removal of exhibits.

DISMANTLING: No one will be allowed to remove exhibits or parts thereof from the EXHIBITION hall at any time without an exit pass to be furnished by the RSI Program Committee. Exit passes will not be issued until all bills are paid. Packing or dismantling of exhibits will be positively prohibited until after the official closing hour of the EXHIBITION, notice of which is in the RSI Handbook of Rules and Regulations which can be accessed electronically at www.rsiweb.org/ri_2011_exhibitor.html. EXHIBITORS or their agent, using crushed stone, sand, gravel, bricks, cement, tile, etc. in connection with the exhibits must deliver this material to the EXHIBITION Hall in bags and shall remove same from the EXHIBITION Hall after the EXHIBITION closes.

REMOVAL: All exhibits and exhibit material must be removed from the EXHIBITION Halls by 4:30p.m. (C.D.T.) Thursday, September 22, 2011.

NOTE: ALL OVERTIME CHARGES FOR HANDLING INSTALLATION AND REMOVAL OF EXHIBITS CAN BE AVOIDED BY ELIMINATING SATURDAY, SUNDAY AND OVERTIME WORK. THIS CAN BE ACCOMPLISHED BY EXHIBITOR'S CAREFUL PLANNING.

14. LOSS AND DAMAGE: The RSI shall not be responsible or liable for disappearance, loss or damage, of any materials, appliances, merchandise, or property of the EXHIBITOR, or for personal injuries that may be sustained by the EXHIBITOR, or by the EXHIBITOR'S employees, occurring at any time to, during, or after the close of the Exhibition, and the EXHIBITOR hereby expressly waives and releases all such claims, if any, against the sponsoring Association, its Officers, agents and servants.

15. SECURITY SERVICES: The RSI will provide responsible watchmen, police and fire protection throughout the convention days and use every reasonable means for such protection to EXHIBITOR, but shall in no case be held responsible for loss or damage from fire, theft or other Causes.

16. CARE OF PREMISES: Acceptance of Exhibit space makes it obligatory on the part of the EXHIBITOR and his employees, representatives or contractors, that they will not injure or mar or in any manner deface the premises and shall not cause or permit anything to be done wherein the premises shall in any way be injured, marred or changed in any manner and shall not place or permit to be placed any nails, hooks, tacks, screws or any other similar items into any part of the premises, nor place or permit to be placed any signs on walls in any part of the premises. Any such damage or loss shall be made good by the EXHIBITOR to the between the City of Minneapolis and the Minneapolis Convention Center. No EXHIBITOR may allow any article to be brought into, nor permit any at to be done on premises which will vitiate or increase the premiums on policies of insurance held by other EXHIBITORS, between Railway Supply Institute, Inc., the City of Minneapolis, and the Minneapolis Convention Center

17. SIGNS AND EXHIBITS: A standard sign showing firm name of each EXHIBITOR will be provided by the RSI without additional charge and no other firm name or portion of firm name shall be used to advertise materials, appliances or equipment of any other concern. Descriptive signs or displays may be provided by the EXHIBITOR under certain restrictions, and must in no case be located where they might obstruct or mar the view of the neighboring exhibits and are subject to prior approval by the Exhibit Committee. "Price Signs" may not be displayed. EXHIBITORS desiring to use any unusual sign, exhibit or display material must submit a blueprint, drawing or sketch thereof to the Exhibit Committee for prior written approval.

18. DECORATION: EXHIBITORS will, as far as possible, decorate and prepare their arrears so as to present a neat and attractive appearance. All decorations shall be subject to approval of the RSI Program Committee.

19. CATALOGUES, SOUVENIRS, ET CETERA: Distribution of an EXHIBITOR'S printed materials is strictly confined to his own space and no other except for such trade publications as THE TECHNICAL PRESS who are members of RSI. EXHIBITORS may hand out their catalogues or circulars from their exhibition booths only, and will in no case distribute any such literature in locations and areas where meetings of the guest Railroad Associations are in session. Soliciting of

subscriptions of any kind will not be permitted. EXHIBITORS violating this rule may be suspended from further affiliation with RSI.

20. MOVING PICTURES – SOUND DEVICES – LIGHTING: The use of moving pictures and slide Projectors will be permitted subject to control of the RSI Exhibit Committee. Sound emanating there from will be permitted only if unobjectionable to neighboring EXHIBITORS. All picture Projections shall be subject to ordinance regulations of the City of Minneapolis and compliance with Union requirements as to operation and maintenance. Any EXHIBITOR planning on using music in his or her booth must report this to the RSI Program Committee prior to the Exhibition to assure Union compliance. Glaring lights or objectionable lighting effects are also banned. NO LOUD SPEAKER SYSTEMS WILL BE PERMITTED.

21. GENERAL: All matters and questions not covered by these Rules and Regulations are subject to the decision of the RSI Program Committee. These Rules and Regulations may be amended at any time by the RSI Program Committee and all amendments or additions that may be made shall be as equally binding on all parties affected as the original Rules and Regulations.