

**Railway Interchange 2015**  
**Railway Engineering-Maintenance Suppliers Association**  
**Indoor Exhibit Space - Application & Contract**



October 4 – 6, 2015  
Minneapolis Convention Center  
1301 2nd Avenue South, Minneapolis, MN USA



**A. Application**

**COMPANY INFORMATION**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Exhibiting As (this is how your company name will appear in all trade show materials)

\_\_\_\_\_  
Street address (mailing address)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Country

**PRIMARY EXHIBIT SPACE CONTACT (only one per exhibiting company)**

\_\_\_\_\_  
Name & Job Title

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Mobile Telephone

\_\_\_\_\_  
Email Address

The company and individual named below (hereinafter "Exhibitor") hereby enters into this Railway Engineering-Maintenance Suppliers Association (hereinafter "REMSA") Application & Contract for exhibit space at Railway Interchange 2015 to be held at the Minneapolis Convention Center in Minneapolis, MN, USA, October 4 - 6, 2015. REMSA is the sole sponsor of REMSA exhibits at Railway Interchange 2015.

The Exhibitor agrees to be bound by the terms and conditions set forth in this application and contract and those listed in the Railway Interchange 2015 Handbook of Rules & Regulations and other rules, regulations and schedules developed by REMSA and Railway Interchange 2015 trade show management. All exhibitors must provide REMSA with a certificate of insurance. This application and contract is also subject to the lease agreement between REMSA and the Minneapolis Convention Center (MCC).

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## B. Indoor Exhibit Space Rental Rates (USD)

Exhibit Space Rates – REMSA Members			
10 ft. x 10 ft. Booths	Booth Size in Sq Ft	Price per Sq Ft (USD)	Total Booth Price (USD)
1	100	\$20.00	\$2,000.00
2	200	\$20.00	\$4,000.00
3	300	\$20.00	\$6,000.00
4	400	\$20.00	\$8,000.00
5	500	\$20.00	\$10,000.00
6 - 11	600 – 1,100	\$17.50	\$17.50 * # Square Feet
12 +	1,200	\$15.00	\$15.00 * # Square Feet

Exhibit Space Rates – Non REMSA Members			
10 ft. x 10 ft. Booths	Booth Size in Sq Ft	Price per Sq Ft (USD)	Total Booth Price (USD)
1 +	100	\$35.50	\$3,550.00

### Important Notices Regarding Rental Rates:

- **All Island, Corner, End Cap, Peninsula and Split-Island booths are premium configurations and locations and are 10% additional to the base booth rental rate.** Exhibitors reserving one of these booths must pay the 10% premium and include it when figuring the total cost of booth space and when making the deposit. For a description of these booths, please refer to the information at the end of this contract.
- REMSA members contracting for exhibit space must maintain membership throughout the term of Railway Interchange 2015. Member exhibitors who do not maintain membership will be charged non-member rental rates.
- All Exhibit space rental rates will increase \$200 per 100 square feet after July 1, 2015.
- Exhibitors reserving both indoor and outdoor space will receive a \$1000.00 discount.

### Each 10 ft. x 10 ft. (100 sq. ft.) Indoor Exhibit Space Includes:

- 2 complimentary exhibitor badges (maximum 30). Exhibitor badges do not allow entrance into AREMA and CMA conference sessions.
- 8 ft. high back wall drape, 3 ft. high side wall drape
- One 7 in. x 44 in. identification sign
- \$100 carpeting credit from Freeman (Official Show Contractor)
- Wi-Fi Internet connectivity

**Exhibit Space Does Not Include** electricity, carpeting over \$100, furniture, or cleaning services. Exhibitors will be informed about how to order these amenities separately.

**B1. Booth Selection:** Please list the booth number or numbers, total square feet required, and the rental fee associated with the booth size for your first three booth location preferences.

The Exhibitor requests the following exhibit space (see floor plan) upon approval of trade show management.

	Booth Number(s)	Total Sq. Ft.
1 <sup>st</sup> Choice		
2 <sup>nd</sup> Choice		
3 <sup>rd</sup> Choice		

Total Square Footage Requested: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_

Special Booth Configuration (if applicable): Island \_\_\_ Split Island \_\_\_ End Cap \_\_\_ Corner \_\_\_

**Exhibitor Priority Point System:** During the first round of exhibit space placement (Oct. 1 – Oct. 31) exhibitors are placed by a priority placement system. Returning REMSA member exhibitors receive priority points for exhibiting in previous REMSA trade shows and will be assigned space first by number of points. After that, space assignments are made on a first come, first serve basis. **First round exhibitors will be notified of their indoor exhibit space assignments in November 2014.**

**B2.** Exhibitor requests that, if possible, trade show management assign OR avoid assigning space to:

- Name of Companies you DO want to be near: \_\_\_\_\_
- Name of Companies you DO NOT want to be near: \_\_\_\_\_

**B3. Exhibitor understands that location preferences in exhibit space may not be available and that trade show management may assign Exhibitor an alternate area of similar size and configuration.**

**B4.** Exhibitor understands and agrees that trade show management may revise the trade show floor plan and/or reassign Exhibitor’s space at any time.

**B5.** Exhibitor may cancel its exhibit space at any time subject to the terms of the REMSA Railway Interchange 2015 Cancellation/Refund Policy.

**B6.** Upon acceptance by trade show management, all terms, conditions and guidelines contained in the application and contract (including all rules and regulations) shall be binding. The Exhibitor agrees that the application and contract, the rules and regulations, and other rules may be amended and/or supplemented from time to time by trade show management in order to promote safety, efficiencies, and overall success of the trade show and Exhibitor agrees to comply with all such amendments and/or supplements.

**Indoor Exhibit Schedule**

Sunday, October 4	Monday, October 5	Tuesday, October 6
<b>Exhibit:</b> 1:00 PM – 6:00 PM	<b>Exhibit:</b> 10:00 AM – 6:00 PM	<b>Exhibit:</b> 8:00 AM – 4:00 PM
<b>Reception:</b> 4:30 PM – 6:00 PM	<b>Lunch:</b> 11:30 AM – 1:30 PM	<b>Breakfast:</b> 8:00 AM – 10:00 AM
	<b>Reception:</b> 4:30 PM – 6:00 PM	<b>Lunch:</b> 11:30 AM – 1:30 PM

### C. Payment Information

Exhibitor agrees that an initial non-refundable deposit of 25% of the total rental fee of the requested exhibit space including the 10% premium if applicable is to be paid when Contact and Application for Exhibit Space is submitted. Exhibit space assignments will not be considered reserved until the deposit is received by REMSA trade show management.

Exhibitor agrees to abide by the following payment schedule. Following the initial non-refundable 25% deposit, the additional 75% is due no later than April 1, 2015. If this payment is not received by April 1, 2015, trade show management reserves the right to cancel the reserved space and no refund will be made to the Exhibitor. Space requested after April 1, 2015, must be paid in full at the time the application is submitted.

#### Calculate Exhibit Space Payment

Square Feet of Space Requested	
Exhibit Space Price	\$
Premium Space Charges 10% (If applicable)	\$
<b>Total Amount Due (USD)</b>	<b>\$</b>
25% Non-Refundable Deposit Amount (must be included with the application)	\$

#### Payment Information

- Amount to be charged with Application . . . . \$ \_\_\_\_\_

*Note: Space requested after April 1, 2015 must be paid in full at the time the application is submitted.*

Visa     
  MasterCard     
  American Express     
  Check Enclosed

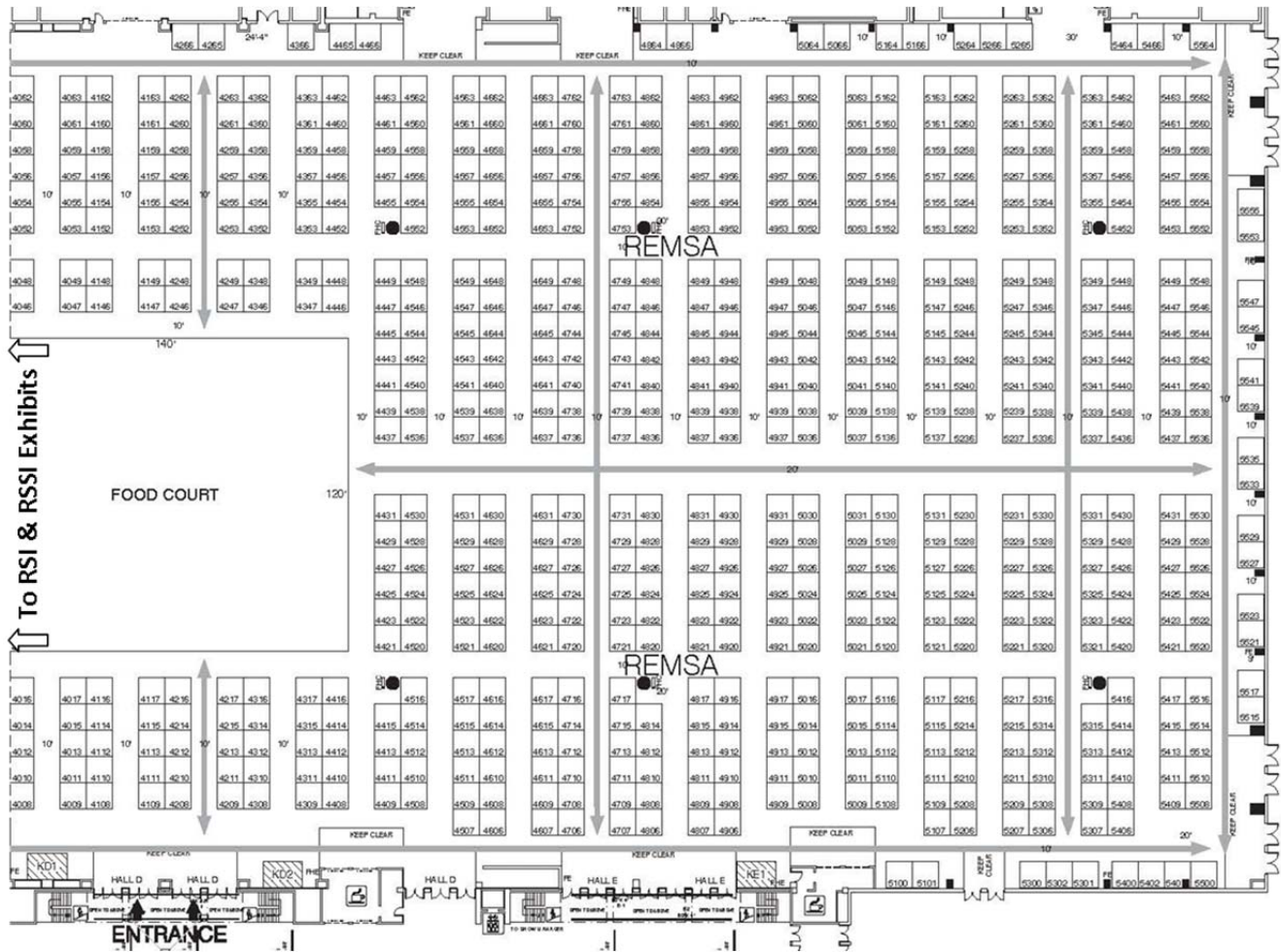
Card Number	CVV	Exp. Date (xx/xx) (month/year)	
Card Billing Address			
City	State	Postal Code	Country
Card Holder's Name as it Appears on Card			
Card Holder's Signature			

Please complete and return this application and contract along with your company's 25% deposit. Make checks payable to the REMSA. Mail, email or fax your application and payment to:

REMSA  
 500 New Jersey Ave NW, Suite 400  
 Washington, DC 20001 USA  
 Fax: (202) 204-5753

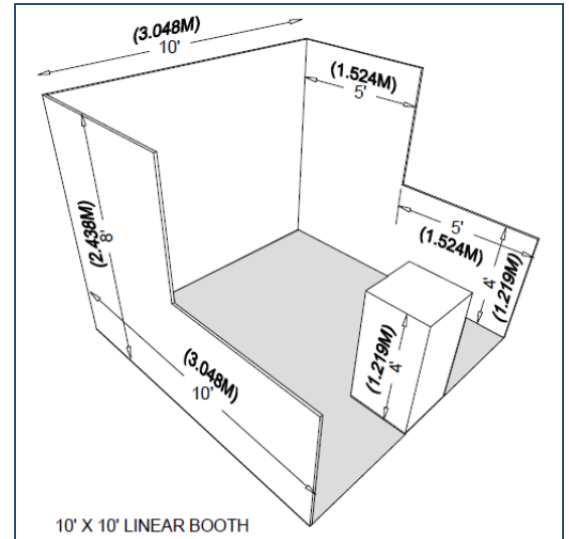
**Please be sure to review your application for accuracy and make a copy of the completed application for your records. If you have any questions, contact Urszula Soucie, REMSA Director of Trade Shows & Operations at [soucie@remsa.org](mailto:soucie@remsa.org) (202) 715-2921.**

### REMSA Exhibits – Aisles 4000 – 5000s



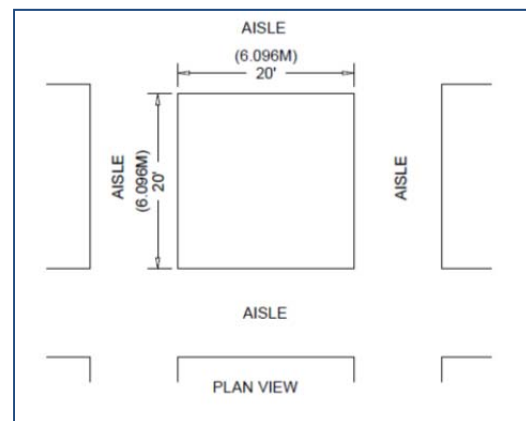
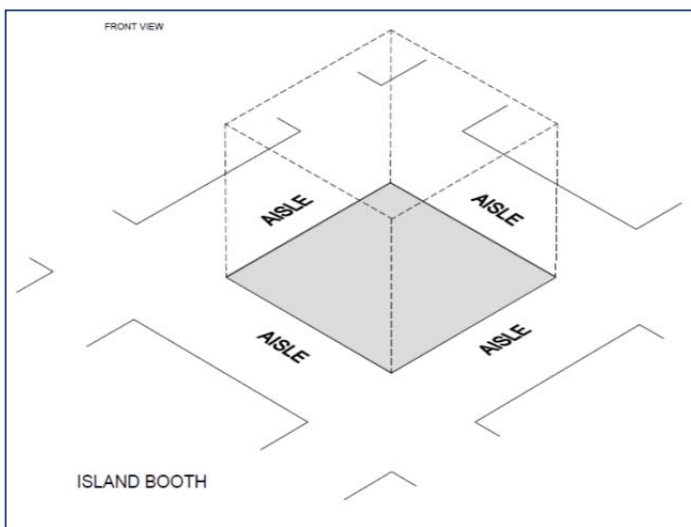
To view the current floor plan with available booth spaces (in blue), please visit:  
<http://s15.a2zinc.net/clients/REMSA/RailwayInterchange2015/public/eventmap.aspx>

**Standard Booth / Linear Booth:** **There is no premium charge for linear booths.** The most common type of booth, linear booths, also known as in-line booths, are arranged in a straight line and have other exhibitors on their immediate right and left, leaving only one side (the front of the booth) exposed to the aisle. Linear booths are commonly 10 ft. x 10 ft., and more than one booth space may be reserved to make a larger linear booth. A maximum back wall height limitation of 8 ft. is the norm. Regardless of the number of linear booth used, i.e., 10 ft. x 20 ft., 10 ft. x 30 ft., etc., display materials must be arranged in such a way as to not obstruct sight lines of neighboring exhibitors. The maximum height of 8 ft. is allowed only in the rear half of the booth space, with a 4 ft. height restriction on all materials in the remaining space forward to the aisle. When three or more linear booths are used as a single exhibit space, the 4 ft. height limitation is applied only to that portion of the space which is within 10 ft. of an adjoining booth.



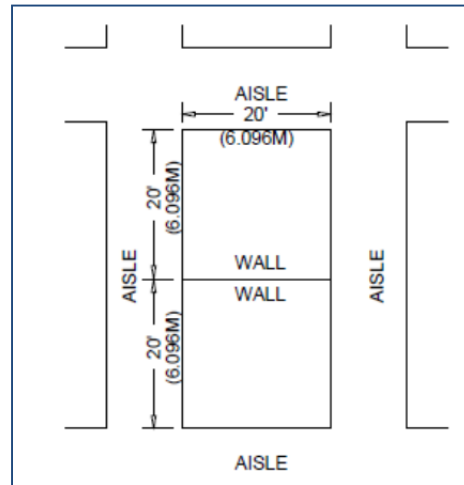
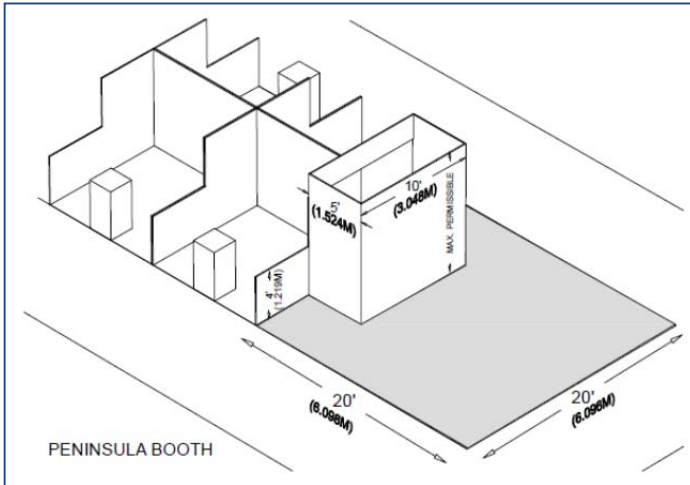
**Corner Booth:** **There is a 10% premium for corner booths.** A corner booth is any booth at the end of an aisle which has an aisle on two sides. i.e., where two aisles intersect. The maximum height of 8 ft. is allowed only in the rear half of the booth with a 4 ft. height restriction on all materials in the remaining space forward to the aisle. However, when three or more booths are combined and used as a single space, the 4 ft. height limitation is applied only to that portion of exhibit space which is within 10 ft. of an adjoining booth.

**Island Booth:** **There is a 10% premium for island booths.** An island booth is any booth or combination of booths that have aisles on all four sides of the booth. Island booths are usually 20 ft. x 20 ft. or larger, although there may be different configurations. The entire cubic content of the space may be used up to the maximum height allowed by trade show management, usually in the range of 16 ft. to 20 ft.





**Peninsula Booth:** **There is a 10% premium for peninsula booths.** A peninsula booth has aisles on three sides and is made up of four 10 ft. x 10 ft. booths. There are two types of peninsula booths: 1) one which backs up to a linear booth; and 2) one which backs up to another peninsula booth which is referred to as a Split Island Booth (see below). Peninsula booths are usually 20 ft. x 20 ft. or larger. If a peninsula booth backs up to two linear booths, the back wall is restricted to 4 ft high within 5 ft. from each aisle – this permits adequate line of sight for the adjoining linear booths. A typical maximum height range allowance is 16 ft. to 20 ft. including signage for the center portion of the back wall. Double-sided signs, logos and graphics must be set back ten feet from adjacent booths.



**Split-Island Booth:** **There is a 10% premium for split-island booths.** A split-island booth is a peninsula booth which shares a common back wall with another peninsula booth. The entire cubic content of this booth may be used up to the maximum allowable height without any back wall line-of-sight restrictions. A typical maximum height range allowance is 16 ft. to 20 ft. including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics must be set back ten feet from adjacent booths.

