

Railway Interchange 2019
Railway Engineering-Maintenance Suppliers Association (REMSA)
Indoor Exhibit Space Application & Contract



September 22-24, 2019
Minneapolis Convention Center
1301 2nd Avenue South, Minneapolis, MN USA

A. Company Information

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

Street address (mailing address)

City State / Province Postal Code Country

PRIMARY EXHIBIT SPACE CONTACT (one per exhibiting company, you can add additional contacts - marketing, billing etc. in online booth portal at a later time)

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 indoor exhibit space at Railway Interchange 2019 to be held at the Minneapolis Convention Center in Minneapolis, MN, USA, September 22-24, 2019. REMSA is the sole sponsor of REMSA exhibits at Railway Interchange 2019.

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 2019 Handbook of Rules & Regulations and other rules, regulations and schedules developed by REMSA and Railway Interchange trade show management. All exhibitors must provide REMSA with a certificate of insurance. This application and contract are also subject to the lease agreement between REMSA and the Minneapolis Convention Center.

Authorized Signature Date

Print Name

B. Indoor Exhibit Space Rental Rates (USD)

Exhibit Space Rates for REMSA Member Companies			
# 100 sq ft. Booths	Booth Size in Sq Ft	Price per Sq Ft (USD)	Total Booth Price (USD)
1 - 5	100	\$22.00	\$22.00 * # Square Feet
6 - 11	600 – 1,100	\$20.00	\$20.00 * # Square Feet
12 +	1,200	\$18.00	\$18.00 * # Square Feet

Exhibit Space Rates for Non-REMSA Member Companies			
10 ft. x 10 ft. Booths	Booth Size in Sq Ft	Price per Sq Ft (USD)	Total Booth Price (USD)
1 +	100	\$37.50	\$3,750.00

Non-members can learn more about REMSA membership at www.remsa.org or call (202) 715-2921.

Important Notices Regarding Rental Rates:

- All Island, Corner, End Cap, Peninsula and Split-Island booths are premium configurations and have a 10% additional fee 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 display guidelines at <https://www.remsa.org//Files/RI2019/ri19-display-guidelines-Indoor.pdf>
- REMSA members contracting for exhibit space must maintain membership throughout the term of Railway Interchange 2019 and must renew membership by April 1, 2019. Member exhibitors who do not maintain membership will be charged non-member rental rates.

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

- 2 complimentary exhibitor staff 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
- Wi-Fi Internet connectivity
- **Not included:** electricity, carpeting, furniture, or cleaning services. Exhibitors will be informed about how to order these amenities separately. Exhibitors are required to carpet their exhibit space.

REMSA Indoor Exhibit Hall at Railway Interchange 2019:

- To view the current floor plan with available booth spaces, please visit: https://www.remsa.org//Files/RI2019/RI19_REMSA_IndoorFP.pdf or use the map at the end of the contract.
- You can view the entire exhibit hall with RSI and RSSI online here: https://www.remsa.org//Files/RI2019/RI19_MCC_Indoor_ALL_ORGS.pdf

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. All special booth configurations are considered premium spaces. View display guidelines: <https://www.remsa.org//Files/RI2019/ri19-display-guidelines-Indoor.pdf>

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

	Booth Number(s)	Total Sq. Ft. (100 per 10' x 10')
1 st Choice		
2 nd Choice		
3 rd Choice		

Booth Type: _____ **Standard Inline Space** (no premium fees)

Special Booth Configuration (if applicable): _____ **Island** _____ **Peninsula** _____ **Corner**

- **End Cap** If you choose an end cap, you must read the end cap guidelines and initial here that you agree to the guidelines. I understand the End Cap display guidelines and will adhere to them. _____ **Your Initials**

Note: Special booth configurations have different guidelines than a standard linear exhibit space. Please see the display guidelines at the end of this contract. The end cap and peninsula configurations have specific back wall requirements and can only have a center 10ft back wall.

- View display guidelines: <https://www.remsa.org//Files/RI2019/ri19-display-guidelines-Indoor.pdf>

Exhibitor Priority Point System: During the first round of exhibit space placement (Oct. 2 – Nov.2, 2018) exhibitors are assigned exhibit space by a priority point placement system. Returning REMSA member exhibitors receive priority points for exhibiting in previous REMSA trade shows and membership tenure and will be assigned space first by number of points. **First round exhibitors will be notified of their indoor exhibit space assignments by December 2019.**

B2. 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.

B3. Exhibitor understands and agrees that trade show management may revise the trade show floor plan and/or reassign Exhibitor’s space at any time.

B4. Exhibitor may cancel its exhibit space at any time subject to the terms of the REMSA Railway Interchange 2019 Cancellation/Refund Policy. Cancellation and/or release of exhibit space on or before April 1, 2019 will result in a 25% penalty fee of the total price of the space cancelled. Cancellation and/ or release of exhibit space between April 2, 2019 and June 30, 2019 will result in a 75% penalty fee of the space cancelled. After July 1, 2019, the Exhibitor is liable for 100% of the total price of the space contracted. Cancellations must be received in writing.

B6. Exhibit Schedule (subject to change)		
Saturday, September 21		
RSI/REMSA Exhibitor Move In	8:00 AM	4:30 PM
Sunday, September 22		
Exhibitor Access	10:00 AM	1:00 PM
Exhibition Open	1:00 PM	5:00 PM
Monday, September 23		
Exhibition Open	8:00 AM	11:30 AM
General Session & Keynote Address	11:45 AM	1:00 PM
Exhibition Open	1:00 PM	6:00 PM
Tuesday, September 24		
Exhibition Open	8:00 AM	3:00 PM
RSI/REMSA Exhibitor Move Out	3:30 PM	10:00 PM

B5. 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.

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, 2019. If this payment is not received by April 1, 2019, 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, 2019 must be paid in full at the time the application is submitted.

C1. Calculate Exhibit Space Payment

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

C2. Payment Information

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. Do not send in credit card payments via email. Mail, email or fax your application and payment to:

REMSA
410 First Street SE, Suite 200
Washington, DC 20003
Fax: (202) 204-5753
Email: soucie@remsa.org

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 or want to be sure your application was received, contact the REMSA at (202) 715-2921.