

Railway Interchange 2021
Railway Engineering-Maintenance Suppliers Association (REMSA)
Indoor Exhibit Space Application & Contract



September 27-29, 2021
Indiana Convention Center
100 South Capitol Avenue, Indianapolis, IN, 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 2021 to be held at the Indiana Convention Center in Indianapolis, IN, USA, September 27-29, 2021. REMSA is the sole sponsor of REMSA exhibits at Railway Interchange 2021.

The Exhibitor agrees to be bound by the terms and conditions set forth in this application and contract and those listed in the [REMSA Railway Interchange 2021 Show 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 Indiana 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 (Standard 10'x10')	100	\$22.00	\$2,200
2 - 5	200 – 500	\$22.00	Varies on size (up to \$11,000)
6 – 10	600 – 1,000	\$20.00	Varies on size (\$12,000 - \$20,000)
12 +	1,200	\$18.00	Varies on size (\$21,600+)

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.

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/RI21/RI21-REMSA_Display_Guidelines-Indoor.pdf
- REMSA members contracting for exhibit space must maintain membership throughout the term of Railway Interchange 2021 and must renew membership by April 1, 2021. 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 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
- General expo hall security
- **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.

B1. Booth Selection Process: COVID-19 has significantly affected the typical process of exhibit space sales. Evolving industry best practices and the possibility of mandatory social distancing measures prevent us from knowing with certainty what the floor plan will look like this far in advance of the show. REMSA believes it is therefore pragmatic to delay the release of a floor plan and space assignments until March 2021, when we expect to have additional insight into what kind of adjustments need to be made to the layout of the show floor to accommodate public health conditions.

- **STEP 1: Submit the REMSA Railway Interchange 2021 Indoor Exhibit Space Application & Contract.** By submitting this document along with your requested exhibit space size and 25% deposit you will be placed in the queue to select your exhibit space once a floor is finalized.
- **STEP 2: Select your exhibit space.** REMSA will be reaching out to exhibitors who have completed exhibit space applications on file in March 2021 to select exhibit space within the REMSA hall. Exhibit space assignments will be selected based on the exhibitor priority point system.

Exhibitor Priority Point System: 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 April 1, 2021.**

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 2021 Cancellation/Refund Policy. Cancellation and/or release of exhibit space on or before April 1, 2021 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, 2021 and June 30, 2021 will result in a 75% penalty fee of the space cancelled. After July 1, 2021, the Exhibitor is liable for 100% of the total price of the space contracted. Cancellations must be received in writing.

B5. Exhibit Schedule (subject to change)		
Sunday, September 26		
Exhibitor Move In	8:00 AM	4:30 PM
Monday, September 27		
Exhibitor Access	10:00 AM	1:00 PM
Exhibition Open	1:00 PM	6:00 PM
Tuesday, September 28		
Exhibition Open	10:00 AM	6:00 PM
Wednesday, September 29		
Exhibition Open	8:00 AM	4:00 PM
Exhibitor Move Out	4:00 PM	10:00 PM

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 [REMSA Show 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, 2021. If this payment is not received by April 1, 2021, 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, 2021 must be paid in full at the time the application is submitted.

C1. Calculate Exhibit Space Payment

Please list the configuration, total square feet, rental fee associated with the booth size you are requesting (refer to page 2 for booth rates and pricing).

Configuration	
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)	\$

Special Booth Configurations:

Corner

Island

Split-Island/Peninsula

*If any of the above special booth configurations are requested, apply an additional 10% premium space charge to your total booth price.

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: stern@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) 715-2919.