



**USA Pavilion at InnoTrans 2018**  
**Application & Contract for Exhibit Space**  
September 18 – 21, 2018  
Messe Berlin Exhibit Grounds, Berlin, Germany

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**A. Application:**

The company and individual named below (hereinafter “Exhibitor”) hereby enters into this Railway Engineering-Maintenance Suppliers Association (hereinafter “REMSA”) Application & Contract for exhibit space in the USA Pavilion at InnoTrans 2018 to be held at the Messe Berlin Exhibit Grounds in Berlin, Germany, September 18-21, 2018. REMSA is the sole sponsor of the USA Pavilion at InnoTrans 2018.

The Exhibitor agrees to be bound by the terms and conditions set forth in this application and contract and those listed in the InnoTrans 2018 Rules & Regulations and other rules, regulations and schedules developed by REMSA. This application and contract is also subject to the lease agreement between REMSA and InnoTrans trade show management.

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

\_\_\_\_\_

Contact Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Street Address:

\_\_\_\_\_

City:

State:

Zip:

Country:

\_\_\_\_\_

Phone (Office):

\_\_\_\_\_

Phone (Mobile):

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Contact Signature

\_\_\_\_\_

Date

**B1. Exhibit Space Rental Rates:** A non-refundable deposit of \$5,000 USD is due upon signing of this contract. The exhibit space rental rate is \$15,500 USD for REMSA members and \$25,000 USD for non-members. The member rate is extended to RSI and RSSI member companies. The Exhibitor understands that the remaining balance will be due in full by June 1, 2018.

**B2. Each Exhibit Space Rental Includes:**

- Personal Exhibit Space for your company including Furniture Package (table, chair, back wall, stand)
- Two Exhibitor Badges
- Lounge/Seating area for use of all USA Pavilion exhibitors
- Meeting rooms within the USA Pavilion
- Stand Construction
- Catering
- Translator services

**Not Included:** Individual booth design and printing. REMSA will only pay for the design and production of the panels in the common spaces.

**C1. Booth Selection:** Exhibit space will be determined by a first-come, first-served basis. Please return your signed contract with deposit to determine the order in which your company will choose its placement. Once a Pavilion rendering is available, REMSA will contact you to select your preferred booth location.

**C2.** Exhibitor understands that location preferences in exhibit space may not be available. REMSA may assign Exhibitor an alternate space in the USA Pavilion.

**C3.** Exhibitor understands and agrees that REMSA may revise the exhibit design at any time.

**C4.** Exhibitor may cancel its exhibit space at any time subject to the terms of the REMSA USA Pavilion at InnoTrans Cancellation/Refund Policy.

**C5.** Upon acceptance by REMSA USA Pavilion 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.

**D. Payment Schedule:** Total cost for exhibit space rental Exhibitor agrees that an initial non-refundable deposit of \$5,000 USD is to be paid when Contract and Application for Exhibit Space is submitted. Exhibit space assignments will not be considered reserved until the deposit is received by REMSA USA Pavilion Management.

Exhibitor agrees to abide by the following payment schedule. Following the initial non-refundable \$5,000 deposit, the remaining balance is due no later than June 1, 2018. If this payment is not received by June 1, 2018, REMSA reserves the right to cancel the reserved space and no refund will be made to the Exhibitor. Space requested after June 1, 2018 (if available), must be paid in full at the time the application is submitted.

**E. Cancellation / Refund Policy**

- Cancellation of exhibit space must be submitted in writing to REMSA USA Pavilion Management.
- Cancellation and/or release of exhibit space on or before May 1, 2018 will result in the loss of \$5,000 USD deposit.
- Cancellation and/or release of exhibit space between May 2, 2018 and June 30, 2018 will result in a 75% penalty fee of the space cancelled.
- After June 1, 2018, the Exhibitor is liable for 100% of the total price of the space contracted.

**F. Indemnification:** It is agreed that Exhibitor is participating in the USA Pavilion at InnoTrans at its sole risk, and neither REMSA USA Pavilion Management, InnoTrans, nor Messe Berlin shall be liable to Exhibitor for any loss, damage or injury to property of Exhibitor (or its agents, employees, contractors or other persons) or for any injuries or death to its agents, employees, contractors or other persons, regardless of cause, including without limitation, fire, theft or accident. All claims by Exhibitor for such loss, damage, injury or death are hereby expressly waived by the Exhibitor. Without limiting the generality of the foregoing, Exhibitor understands and agrees that it waives any claim

against REMSA USA Pavilion Management or InnoTrans.

**G. Insurance Requirements:** All Exhibiting companies are required to provide, through insurance, certain minimum standards to cover its potential liability and property damage.

Civil Liability Requirement - \$1,000,000 USD

A Certificate of Insurance is to be delivered to REMSA USA Pavilion Management before Exhibitor can occupy the assigned exhibit space. The due date for the Certificate of Insurance is July 1, 2018.

**H. Exhibit Space Payment**

- Non-Refundable Deposit of \$5,000 USD (must be included with application) ..... \$\_\_\_\_\_

Visa
                 
  MasterCard
                 
  American Express
                 
  Check Enclosed

Card Number		CVV	Exp. Date (month/year)	
Card Billing Address (if different)				
City	State		Zip	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 \$5,000 USD deposit. Make checks payable to REMSA. Please be sure to review your application for accuracy and make a copy of the completed application for your records.

Send or fax your application and payment to:

REMSA  
 410 First Street SE, Suite 200  
 Washington, DC 20003  
 (F): 202-204-5753

**Questions? Please Contact:**

Urszula Soucie, USA Pavilion Show Manager, REMSA  
 (P): 202-715-2921 | [soucie@remsa.org](mailto:soucie@remsa.org)