Railway Engineering-Maintenance Suppliers Association, Inc. (REMSA)  
410 First Street SE | Suite 200 | Washington, DC 20003 | phone (202) 715-2921 | fax (202) 204-5753 | www.remsa.org

Railway Interchange 2017  
Railway Engineering-Maintenance Suppliers Association  
Indoor Exhibit Space - Application & Contract

September 17-20, 2017  
Indiana Convention Center  
100 S. Capitol Avenue, Indianapolis, IN USA

A. 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 2017 to be held at the Indiana Convention Center in Indianapolis, IN, USA, September 17-20, 2017. REMSA is the sole sponsor of REMSA exhibits at Railway Interchange 2017.

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 2017 Handbook of Rules & Regulations and other rules, regulations and schedules developed by REMSA and Railway Interchange 2017 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 Indiana Convention Center (ICC).


_________________________________________ ____________
Authorized Signature Date

Print Name
B. INDOOR EXHIBIT SPACE RENTAL RATES (USD)

<table>
<thead>
<tr>
<th>10 ft. x 10 ft. Booths</th>
<th>Booth Size in Sq Ft</th>
<th>Price per Sq Ft (USD)</th>
<th>Total Booth Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>100 - 500</td>
<td>$20.00</td>
<td>$2,000 - $10,000</td>
</tr>
<tr>
<td>6-11</td>
<td>600 - 1,100</td>
<td>$17.50</td>
<td>$10,500 - $19,250</td>
</tr>
<tr>
<td>12+</td>
<td>1,200+</td>
<td>$15.00</td>
<td>$18,000+</td>
</tr>
</tbody>
</table>

Exhibit Space Rates - Non-REMSA Members

<table>
<thead>
<tr>
<th>10 ft. x 10 ft. Booths</th>
<th>Booth Size in Sq Ft</th>
<th>Price per Sq Ft (USD)</th>
<th>Total Booth Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1+</td>
<td>100+</td>
<td>$35.50</td>
<td>$3,550+</td>
</tr>
</tbody>
</table>

*Non-members can learn more about membership with REMSA at [www.remsa.org/memberbenefits](http://www.remsa.org/memberbenefits)

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 display guidelines found here: [http://www.remsa.org//Files/RI17/ri17-display-guidelines.pdf](http://www.remsa.org//Files/RI17/ri17-display-guidelines.pdf)*

- REMSA members contracting for exhibit space must maintain membership throughout the term of Railway Interchange 2017 and must renew membership by April 1. 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, 2017.

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. Exhibitors are required to carpet their exhibit space.

REMSA EXHIBIT HALL AT RAILWAY INTERCHANGE 2017:


You may view the full exhibit hall with RSI and RSSI here: [http://www.remsa.org//Files/RI17/ri17-full-map.PDF](http://www.remsa.org//Files/RI17/ri17-full-map.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 here: http://www.remsa.org//Files/RI17/ri17-display-guidelines.pdf

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

<table>
<thead>
<tr>
<th>Booth Number(s)</th>
<th>Total Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
<td></td>
</tr>
<tr>
<td>2nd Choice</td>
<td></td>
</tr>
<tr>
<td>3rd Choice</td>
<td></td>
</tr>
</tbody>
</table>

Total Square Footage Requested: _____________________ Width: __________ Depth: __________

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

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


Exhibitor Priority Point System: During the first round of exhibit space placement (Oct. 17 – Dec. 1) 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 by January 2017.

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: __________________________

Note: The more specific you are about companies you wish or do not wish to be near, the more difficult it becomes to assign your requested space. Please list specific company names above.

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 2017 Cancellation/Refund Policy. Cancellation and/or release of exhibit space on or before April 1, 2017 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, 2017 and July 30, 2017 will result in a 75% penalty fee of the total price of the space cancelled. After August 1, 2017, the Exhibitor is liable for 100% of the total price of the space contracted.
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.

**EXHIBIT SCHEDULE**

<table>
<thead>
<tr>
<th>Sunday, September 17</th>
<th>Monday, September 18</th>
<th>Tuesday, September 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibits: 1:00PM - 5:00PM</td>
<td>Exhibits: 10:00AM - 6:00PM</td>
<td>Exhibits: 8:00AM - 3:00PM</td>
</tr>
<tr>
<td>Reception: 3:30PM - 5:00PM</td>
<td>Lunch: 11:30AM - 1:30PM</td>
<td>Breakfast: 8:00AM - 10:00AM</td>
</tr>
<tr>
<td>Reception: 4:30PM - 6:00PM</td>
<td>Lunch: 11:30AM - 1:30AM</td>
<td></td>
</tr>
</tbody>
</table>

*View full schedule with installation and dismantle times: [http://www.remsa.org//Files/RI17/ri17-exhibitor-schedule.pdf](http://www.remsa.org//Files/RI17/ri17-exhibitor-schedule.pdf)*

**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, 2017. If this payment is not received by April 1, 2017, 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, 2017, must be paid in full at the time the application is submitted.
Calculate Exhibit Space Payment

<table>
<thead>
<tr>
<th>Square Feet of Space Requested</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Space Price</td>
<td>$</td>
</tr>
<tr>
<td>Premium Space Charges 10%</td>
<td></td>
</tr>
<tr>
<td>(If applicable)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Amount Due (USD)</strong></td>
<td>$</td>
</tr>
<tr>
<td>25% Non-Refundable Deposit</td>
<td></td>
</tr>
<tr>
<td>Amount (must be included with</td>
<td>$</td>
</tr>
<tr>
<td>the application)</td>
<td></td>
</tr>
</tbody>
</table>

Payment Information

*Note: Space requested after April 1, 2017 must be paid in full at the time the application is submitted*

- Amount to be charged with Application
  - 25% Deposit Amount: $_________
  - Pay Space in Full Now: $_________
  - Other Amount: $_________

<table>
<thead>
<tr>
<th>Visa</th>
<th>MasterCard</th>
<th>American Express</th>
<th>Check Enclosed</th>
</tr>
</thead>
</table>

Card Number         CVV | Exp. Date (xx/xx) (month/year)

Card Billing Address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
<th>Country</th>
</tr>
</thead>
</table>

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 REMSA. Mail, email or fax your application and payment to:

REMSA
410 First Street SE, Suite 200
Washington, DC 20003 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 or (202) 715-2921.