



**EXHIBITS AT RAILWAY INTERCHANGE 2017
GENERAL EXHIBIT INFORMATION & EXHIBIT SCHEDULE**

REMSA (Railway Engineering-Maintenance Suppliers Association) & Railway Supply Institute (RSI)

September 17-20, 2017

Indiana Convention Center

100 S. Capitol Avenue, Indianapolis, IN USA

1. Installation & Dismantle Schedule + Exhibit Hours

Move In / Installation (By Request Only)	Thursday, September 14	12:30pm	4:30pm
Move In / Installation	Friday, September 15	8:00am	4:30pm
Move In / Installation	Saturday, September 16	8:00am	4:30pm
Exhibits Open	Sunday, September 17	1:00pm	5:00pm
Exhibits Open	Monday, September 18	10:00am	6:00pm
Exhibits Open	Tuesday, September 19	8:00am	3:00pm
Move Out / Dismantle	Tuesday, September 19	3:00pm	10:00pm
Move Out / Dismantle	Wednesday, September 20	8:00am	2:00pm

2. Move In / Move Out Notes

- Prior arrangements with Show Management and Freeman are required for Move In on Thursday, Sept. 14.
- Set-Up Deadline Note: All exhibits must be completely installed by 4:30pm on Saturday, Sept. 16. On Sunday, Freeman will be preparing the exhibit hall for the show's opening.
- Overtime rates will apply ALL DAY on Saturday, Sept. 16, 2017
- There is no move in on Sunday, Sept. 17 without special permission from Show Management.
- No one under the age of 18 is allowed in the exhibit hall during move in and move out. Please wear closed toe shoes.
- Exhibitors will have access to the exhibit hall one hour prior to the show opening each day. You must have an exhibitor badge or EAC wrist band to get in early.
- Please note that move out does not begin until Tuesday, Sept. 19 at 4pm. No exhibitor may begin to dismantle and move out before 4pm. This is for safety reasons and because it makes the exhibit hall unwelcoming and messy. Exhibitors found dismantling early will lose priority points for exhibit space placement for future shows.

3. Badges & Wrist Bands: Exhibitors and exhibitor-appointed contractors (EACs) must be appropriately identified during move-in and move-out, during show hours, and all social events by wearing event badges. Exhibitor set-up personnel and exhibitor-appointed contractors who will not be attending the exhibition will be given wrist bands to wear and do not have to register for an exhibitor badge. These may be picked up from the Exhibitor Help Desk located at/near the main registration area. Wrist bands do not allow entrance into the exhibit hall during show hours. Everyone else must register and wear a badge.

4. What Booth Space Rental Includes: Your rental fee includes two exhibit hall registrations per 100 sq. feet (max 30), a \$100 carpeting credit from Freeman (Official Show Contractor), an 8-foot high back wall drape, a 3-foot high side divider drape, wireless internet connectivity (for general use), and a 7-inch X 44-inch identification sign with company name and booth number. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request from Freeman.

5. Additional Exhibit Expenses: Additional fees are determined by the size, specifications, and complexity of your exhibit space. Services are available at an additional fee from Freeman or approved Indiana Convention Center vendors. Appropriate forms can be found in the Exhibitor Service Kit. Specifically not included are – booth carpeting, cleaning services, compressed air and gas, material & machinery handling/drayage, shipping, dedicated internet services, electricity, furniture, special signage and labor. **Exhibitors are required to have carpeting or flooring for their exhibit space, it can be rented from Freeman at a reasonable rate.**

6. Aisle Carpet: The aisles inside the exhibit halls will be carpeted in Tuxedo (gray and black blend)

Questions? Contact your host association below.

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