

**Railway Interchange 2019**  
**Railway Supply Institute**  
**Outdoor Exhibit Space Application & Contract**



September 22-24, 2019  
BNSF Northtown Rail Yard  
3138 3<sup>rd</sup> Street NE, Minneapolis, MN USA

**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

**Will you have any subsidiary companies exhibiting with you in your booth?** Divisions/subsidiaries of an Exhibitor may be eligible for representation in the Exhibitor’s booth upon verification of eligibility and approval by Show Management. The fee for each division/subsidiary is \$500 USD. Divisions/subsidiaries are defined as two or more companies that are legally related entities (i.e., parent company and subsidiary; subsidiaries of the same parent company). Please list any subsidiaries below. RSI show management will reach out with more information at a later time. List Subsidiary Companies.

**Will you be sharing your track space with any other company?** Please list them below. RSI show management will reach out with more information at a later time. There will be an additional fee for companies sharing space.

The company and individual named below (hereinafter “Exhibitor”) hereby enters into this Railway Engineering-Maintenance Suppliers Association (hereinafter “REMSA”) and Railway Suppliers Institute (hereinafter “RSI”) Application & Contract for exhibit space at Railway Interchange 2019 to be held at BNSF Northtown Rail Yard in Minneapolis, MN, USA, September 22-24, 2019. REMSA are RSI are the sole sponsors of REMSA/RSI 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, RSI, and Railway Interchange 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, RSI, and BNSF Northtown Rail Yard.

Authorized Signature

Date

Print Name

**B. Outdoor Exhibit Space Rental Rates (USD)**

| RSI Outdoor On Track Exhibit Space Rates<br>50' L x 10' W |               |                    |                         |
|---|---------------|--------------------|-------------------------|
| Association   | Track Numbers | Price per Ft (USD) | Total Track Price (USD) |
| RSI Member Rate   | 215 – 222     | \$90.00            | \$4,500.00              |
| RSI Member Rate   | 223 – 226     | \$75.00            | \$3,750.00              |
| RSI Member Rate   | 311 – 319     | \$80.00            | \$4,000.00              |
| RSI Member Rate   | 412 – 420     | \$70.00            | \$3,500.00              |
| RSI Member Rate   | 512 – 522     | \$65.00            | \$3,250.00              |
| Non-RSI Member Companies Add \$40 per square foot.        |               |                    |                         |

| RSI Outdoor Off Track Exhibit Space Rates<br>15' L x 10' W |                   |                       |                   |
|--|-------------------|-----------------------|-------------------|
| Association  | Off Track Numbers | Price per Sq Ft (USD) | Total Price (USD) |
| RSI Member   | 100 - 109         | \$20.00               | \$3,000.00        |
| Non-RSI Member   | 100 - 109         | \$40.00               | \$6,000.00        |

Non-members can learn more about RSI membership at [www.rsiweb.org/join](http://www.rsiweb.org/join) or call Maureen Markey at (202) 347-4664.

**B1. Outdoor Space Selection (See Floor Plan on Page 4)**

Please use the attached yard floor plan and mark down (with a pen) the on-track and/or off-track space you want, and also total square feet required, and the rental fee associated with the booth size for your first three booth location preferences. Booth assignments will be made by January 2019. Every effort will be made to accommodate your choice(s). The Exhibitor requests the following exhibit space (see floor plan) upon approval of trade show management. Please circle in pen your requested spaces on page 5 of this application.

**Space Requested:**

- On Track Space - How many feet of track do you need? \_\_\_\_\_
- Off Track Please - How many off track spaces do you need? \_\_\_\_\_

**Exhibitor Priority Point System:** During the first round of exhibit space placement (Oct. 2 – Nov.16, 2018 ) exhibitors are assigned exhibit space by a priority point placement system. Returning RSI member exhibitors receive priority points for exhibiting in previous RSI trade shows and membership tenure and will be assigned space first by number of points. **First round exhibitors will be notified of their outdoor exhibit space assignments by January 2019.**

**Exhibitor requests that, if possible, trade show management assign OR avoid assigning space to. You must list company names.** Exhibitors wanting to be next to a specific company or not near a specific company will make it difficult for ideal space placement. This is not recommended. For example, if you ask to be next to a company with fewer priority points you will be placed at their point level.

- Companies you DO want to be near: \_\_\_\_\_
- Companies you DO NOT want to be near: \_\_\_\_\_

**B2. Exhibitor understands that location preferences in exhibit space may not be available and that trade show management will 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 RSI 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.

**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.

**Outdoor Exhibit Schedule** (schedule subject to change)

| Sunday, September 22               | Monday, September 23               | Tuesday, September 24             |
|------------------------------------|------------------------------------|-----------------------------------|
| <b>Exhibit:</b> 11:00 AM – 6:00 PM | <b>Exhibit:</b> 10:00 AM – 5:00 PM | <b>Exhibit:</b> 8:00 AM – 4:00 PM |
| <b>Lunch:</b> 11:30 AM – 1:30 PM   | <b>Lunch:</b> 11:30 AM – 1:30 PM   | <b>Lunch:</b> 11:30 AM – 1:30 PM  |

**C. Payment Information**

Exhibitor agrees that an initial non-refundable deposit of 25% of the total rental fee of the requested exhibit space 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 RSI 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  | \$        |
| <b>Total Amount Due (USD)</b>  | <b>\$</b> |
| 25% Non-Refundable Deposit Amount<br>(must be included with the application) | \$        |

**C2. Payment Method**

|   |
|---|
| <p>_____ Email me an invoice to pay online via credit card at \$ _____ amount.</p> <p>_____ I will pay by check or <a href="#">wire transfer</a> within 7 days.</p> |
|---|

Please complete and return this application and contract along with your company’s 25% deposit. Make checks payable to the Railway Supply Institute. Do not sent in credit card payments via email. Mail, email or fax your application and payment to: Railway Supply Institute, 425 Third Street, SW, Ste 920, Washington, DC 20024 | Fax: 202-347-0047 | email: [patrick@rsiweb.org](mailto:patrick@rsiweb.org).

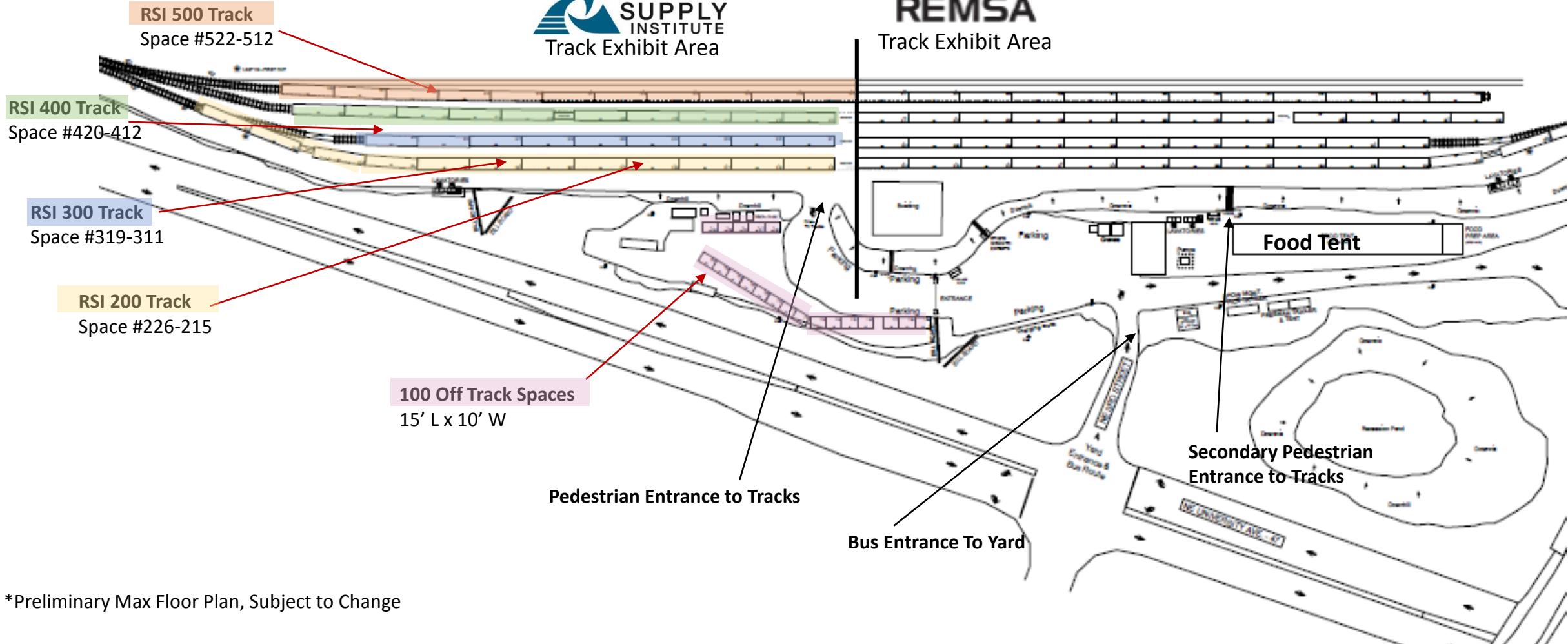
**Please be sure to review your application for accuracy and make a copy of the completed application for your records. If you have any questions, contact Amanda Patrick, RSI Show Manager at [patrick@rsiweb.org](mailto:patrick@rsiweb.org) or (202) 347-4664.**

## RSI Yard Exhibitor Application – Space Selection

- Please use a pen and circle the spaces you would like.
- Please circle your top 3 choices for placement.
- Please include square footage of space requested.



Railway Interchange 2019  
BNSF Northtown Yard Plan  
Exhibits: September 22-24, 2019



\*Preliminary Max Floor Plan, Subject to Change