

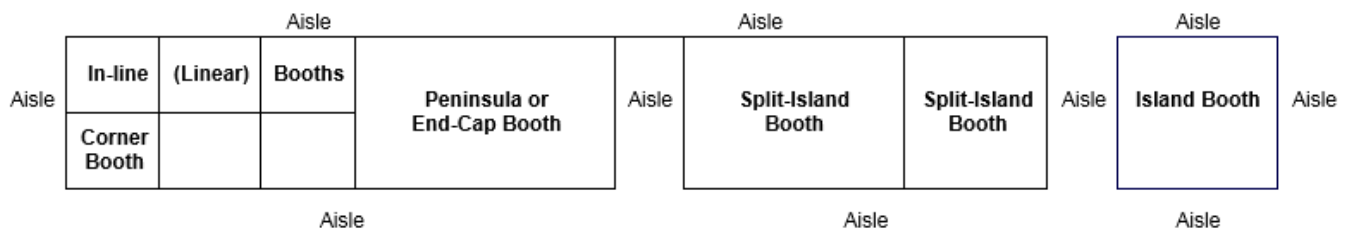
BOOTH DISPLAY GUIDELINES & REGULATIONS

Railway Interchange follows the International Association of Exhibitions and Events (IAEE) guidelines for display rules and regulations (2019 revised edition). The following display rules and regulations will be strictly enforced by the show management. If you feel your booth space does not fit into one of these categories, please contact your host association. If you have any additional questions please contact exhibits@rsiweb.org.

1. Booth Renderings to Show Management – July 1, 2023: Exhibitors with island, split-island, peninsula, and end caps exhibit spaces must turn in booth renderings with booth dimensions to RSI Trade Show Management with dimensions by July 1, 2023. Anyone exhibitor unsure of their booth design should contact the organization with whom they are exhibiting.

2. Variance Requests: Exhibitors with new booth designs or variance requests must submit their request in writing no later than July 1, 2023 to RSI Show Management. Show management will review all submissions carefully and respond in writing. Show management reserves the right to require a structural engineer’s approval. Variance requests will not be accepted on site.

3. Types of Exhibit Spaces - Booth Display Configurations

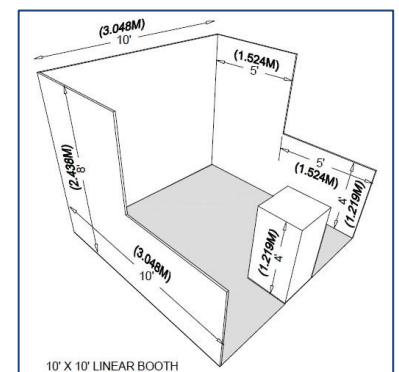


a) Standard Booth / Linear Booth

The most common type of booth, linear booths or in-line booth, are arranged in a straight line and have other exhibitors on their immediate right and left, leaving only one side (the front of the booth) exposed to the aisle. Linear booths are commonly 10 ft. x 10 ft., and more than one booth space may be reserved to make a larger linear booth. A maximum back wall height limitation of 8 ft. is the norm. Regardless of the number of linear booth used, i.e., 10 ft. x 20 ft., 10 ft. x 30 ft., etc., display materials must be arranged in such a way as to not obstruct sight lines of neighboring exhibitors. The maximum height of 8 ft. is allowed only in the rear half of the booth space, with a 4 ft. height restriction on all materials in the remaining space forward to the aisle.

When three or more linear booths are used as a single exhibit space, the 4 ft. height limitation is applied only to that portion of the space which is within 10 ft. of an adjoining booth.

Booth Package: Includes black 8’ high draped back wall and 36” draped side rails, and 7” x 44” Company ID Sign.

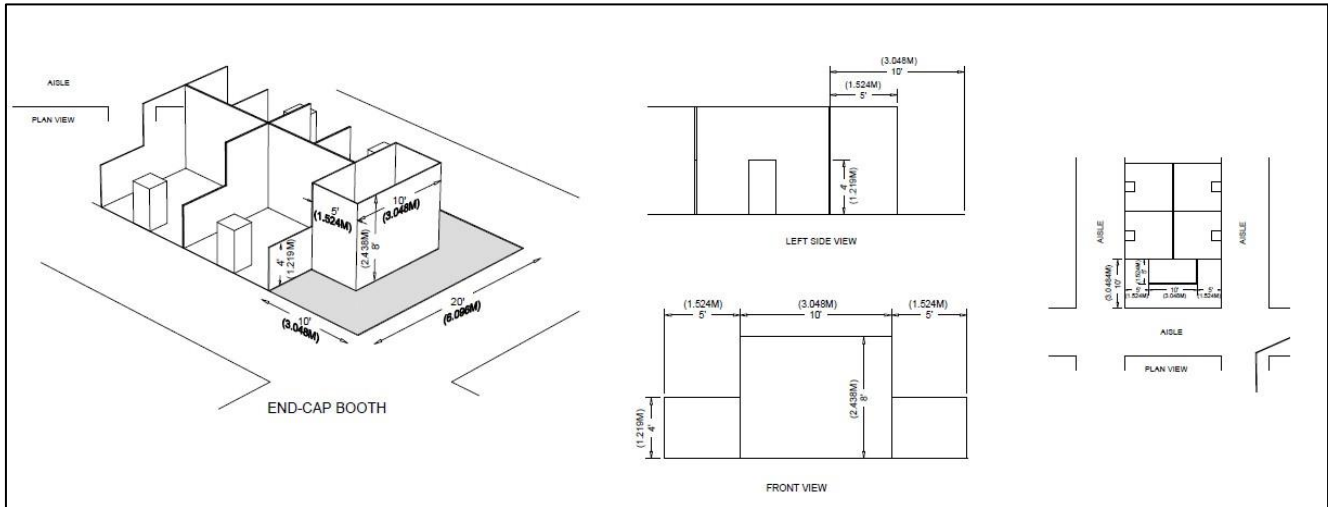


b) Corner Booth - A Corner Booth is a Linear Booth exposed to aisles on two (2) sides. All other guidelines for Linear Booths apply.

Booth Package: Includes black 8' high draped back wall and 36" draped side rails, and 7" x 44" Company ID Sign.

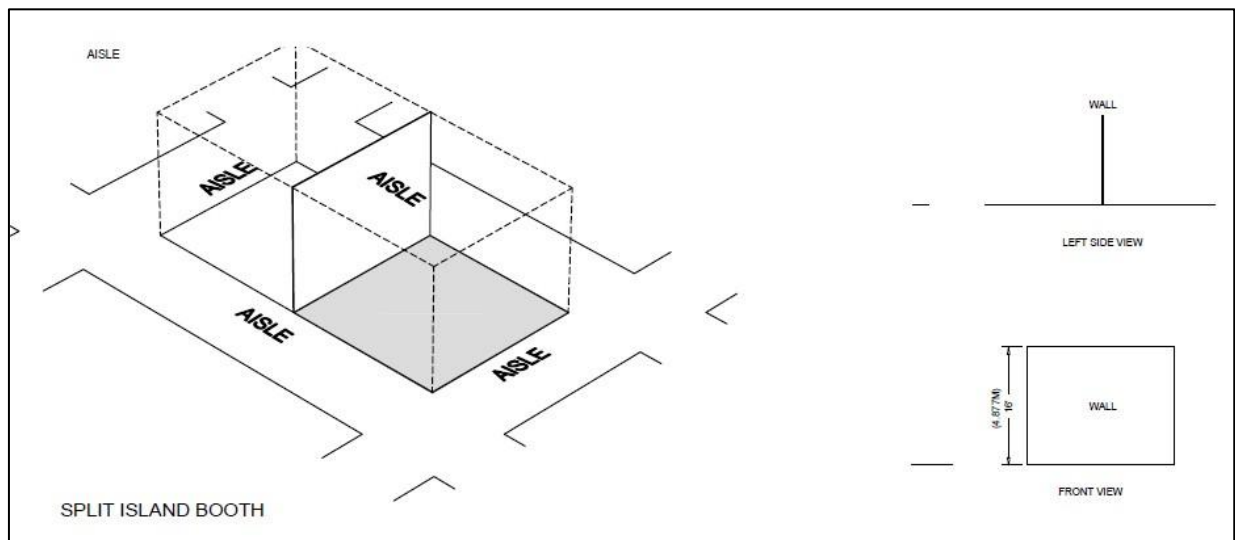
c) End-Cap Booth - An end-cap booth is located at the end of a row of booths, has aisles on three sides and is made up of two booths (10ft * 20 ft). The maximum back wall height is 8 ft. only in the rear half of the booth and within 5 ft. of the two side aisles. **NOTE:** End-cap booths have a 4 ft. height restriction on all materials in the remaining space forward to the aisle.

Booth Package: Includes 10 feet of black 8' high draped back wall and 36" draped side rails, and 7" x 44" Company ID Sign

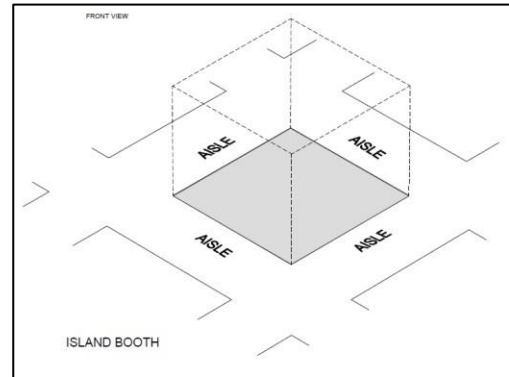


d) Split Island Peninsula Booth: A Split Island Booth is a Peninsula Booth that shares a common back wall with another Peninsula Booth.

- The entire cubic content may be used, without any back-wall line-of-sight restrictions
- A typical maximum height range allowance is 16 ft. to 20 ft. including signage.
- The common back wall must be finished with paint or drape and may not carry any branding or identification that would detract from the adjoining exhibit.
- All signs, branding and logos must be set back ten feet (10ft) (3.05m) from the adjoining booth



- e) Island Booth:** An island booth is any booth or combination of booths that have aisles on all four sides of the booth. Island booths are usually 20 ft. x 20 ft. or larger, although there may be different configurations. The entire cubic content of the space may be used up to the maximum height allowed by trade show management, usually in the range of 16 ft. to 20 ft.



4. Additional Exhibit Space Guidelines

a) Good Neighbor Policy: RSI exhibitors are to adhere to a “good neighbor policy.” Exhibitors are asked to consider the sightlines of their exhibit space and exhibitors around them. By following the RSI Railway Interchange Rules & Regulations, there will be no issues with sightlines and all exhibitors will have an equal opportunity to present their products to their audience.

b) Carpeting: Exhibitors are required to have carpeting/ flooring in their exhibits space. Rental carpeting will be available at a reasonable fee from FREEMAN. The exhibition hall is not carpeted, however the aisles will be carpeted in a tuxedo color.

c) Decorations: It is the Exhibitors’ responsibility to decorate and prepare their areas to present a neat and attractive appearance. No animals or hazardous items may be used within the exposition area. All decorations shall be subject to the approval of by RSI Show Management.

d) Hanging Signs and Graphics: Most exhibition rules allow for hanging signs and graphics in all standard peninsula and island booths, usually to a maximum height range of 16 ft. to 20 ft. from the top of the sign. End-cap booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above or supported from below, hanging signs and graphics should comply with all ordinary use-of-space requirements. Hanging signs and graphics should be setback 10 ft. from adjacent booths and be directly over contracted space only.

e) Multi-Story Exhibits: A multi-story exhibit is a booth where the display has two or more levels. Please contact RSI Show Management if you plan to have a multi-story exhibit.

f) Pop Up Exhibit Back Wall Coverage: Exhibitors using Pop Up displays with RSI during Railway Interchange are required to neatly cover the back wall if visible from the aisle or from another exhibitor’s booth. If back wall is deemed unsightly by Trade Show Management they may require exhibitors to cover them per exhibitor’s expense. Drape can be ordered from Freeman.

g) Storage: There is no accessible on-site storage available during show days. If any supplies cannot safely or attractively remain in the booth, it is the exhibitor’s responsibility to arrange for daily storage.

The storage of excess literature, product or packing materials and cases behind the exhibit back drape is strictly prohibited. A limited supply of literature and/or product may be stored within the booth area, as well as fire retardant shipping cases, as long as these materials do not block access to the utility service or appear unsightly from the aisle.

No empty crates or cartons may be stored in, behind, or under any table or display in the show. For those exhibitors utilizing the drayage (freight) contractor, all empty containers will be removed by the official freight contractor before the opening of the show and returned to the exhibitor at the close of the show.

h) Structural Integrity: All exhibit fixtures, especially portable or pop-up booths, must be built to withstand normal contact or vibration such the movement of fork-lifts, heavy machinery or equipment, and unintentional contact on the part of cleaners, laborers or neighboring exhibitors. All structures must be approved by Trade Show Management and the Fire Marshall.

i) Towers: A tower is a free-standing exhibit component separate from the main exhibit structure. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Towers in excess of 8 ft. should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers.

5. Floor Plan Examples

Floor Plan – Booth Configuration Examples

