

Railway Interchange 2021

September 27-29, 2021 | Indiana Convention Center | 100 South Capitol Avenue, Indianapolis, IN, USA

To be placed in the first round of priority exhibit space placement, submit your contract to exhibits@rsiweb.org by January 31, 2021. The first round is open only to companies that paid RSI dues in 2020. Typically, over 40% of the exhibit hall is reserved in the first round of placement.

A. 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 later)

Name & Job Title

Work Telephone Mobile Telephone (REQUIRED)

Email Address

The company and individual named below (hereinafter “Exhibitor”) hereby enters into this Railway Supply Institute (hereinafter “RSI”) Application & Contract for indoor exhibit space at Railway Interchange 2021 to be held at the Indiana Convention Center in Indianapolis, IN, USA, September 27-29, 2021. RSI is the sole sponsor of RSI exhibits at Railway Interchange 2021.

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 2021 Show Rules & Regulations and other rules, regulations and schedules developed by RSI and Railway Interchange trade show management. All exhibitors must provide RSI with a certificate of insurance. This application and contract are also subject to the lease agreement between RSI and the Indiana Convention Center.

Authorized Signature

Date

Print Name

B. Exhibit Space Rental Rates (USD) & Premium Fees

Exhibit Space Rates for RSI Member Companies		
Booth Size in Sq Ft	Price per Sq Ft (USD)	Booth Price
100 – 500	\$22.00	\$22.00 * # Sq Ft
600 – 1100	\$20.00	\$20.00 * # Sq Ft
1200 +	\$18.00	\$18.00 * # Sq Ft

Exhibit Space Rates for Non-Members is \$3750.00 USD per 100 square feet.

Non-members can learn more about RSI membership at www.rsiweb.org/join.

- **10% Premium:** Island, Corner, End Cap, Peninsula and Split-Island booths are premium configurations and have a 10% additional fee to the base booth rental rate. For a description of these booths, please refer to the [display guidelines](#).
- **Maintaining Membership:** RSI members contracting for exhibit space must maintain membership throughout the term of Railway Interchange 2021 and must renew their 2021 membership by April 1, 2021. Member exhibitors who do not maintain membership will be charged non-member rental rates.
- **Each 10 ft. x 10 ft. (100 sq. ft.) Exhibit Space Includes:**
 - 2 complimentary exhibitor staff badges (maximum 30).
 - 8 ft. high back wall drape, 3 ft. high side wall drape
 - One 7 in. x 44 in. identification sign
 - Wi-Fi Internet connectivity
 - General expo hall security
- **Not included:** electricity, carpeting, furniture, or cleaning services. Exhibitors will be informed about how to order these amenities separately. Exhibitors are required to provide flooring / carpeting for all contracted exhibit space.

B1. Exhibit Space Sharing

Please check below if you will be sharing space. All approved companies who have completed the sharing form will appear in exhibitor listings and event app. **RSI will send a Booth Sharing Form separately. One form is required for each sharing company.**

 Sharing Companies with the Same Ownership

Fee: \$200 per company. Companies with the same ownership must complete this form to have all listings appear in the exhibitor listing. There is no fee associated with this service.

 Sharing Companies with Separate Ownership

Fee: \$1,500 per company. Two companies with separate ownership may, at the discretion of RSI Show Management, be permitted to share a single exhibit booth space. A \$1,500 sharing fee will apply to all shared exhibit spaces. All sharing companies must all be members of RSI. There is a 200 square foot minimum for sharing exhibit space.

B2. Priority Points: RSI’s first round of priority exhibit space reservations will be from December 8, 2020 – January 31, 2021. Only 2020 RSI member companies in good standing will be able to reserve in the first round. Exhibitors turning in applications during the first round will be placed using our priority points system. Returning RSI member exhibitors will receive priority points for exhibiting in previous RSI trade shows and membership tenure and will be assigned space in order by number of points.

B3. Booth Selection Process Due to the coronavirus pandemic, RSI will delay release of a floor plan and space assignments until at least March 2021. Evolving industry best practices and the possibility of mandatory social distancing measures prevent us from knowing with certainty what the floor plan will look like. RSI will assign space using the priority points system.

B4: Booth Space Requests

- Preferred Dimensions in feet: _____
- Check below next to requested booth type. [View Exhibit Space Display Guidelines](#).

	Booth Type Requested	Notes
	Standard Inline Space	No Fee
	Corner	10% Premium Fee
	Island	10% Premium Fee, Special Booth Configuration (min 400 sq. ft)
	Peninsula	10% Premium Fee, Special Booth Configuration (min 400 sq. ft)
	End Cap	10% Premium Fee, Special Booth Configuration (min 200 sq. 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. End-cap booths have a 4 ft. height restriction on all materials in the remaining space forward to the aisle. If you choose an end cap, you must initial below that you will adhere to the guidelines .
		_____ Your Initials

Exhibitor requests that, if possible, trade show management assign OR avoid assigning space to. You must list company names (not types of companies) . 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: _____

B5. 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.

B7. Exhibitor understands and agrees that trade show management may revise the trade show floor plan and/or reassign Exhibitor’s space at any time.

B8. Exhibitor may cancel its exhibit space at any time subject to the terms of the RSI Railway Interchange 2021 Cancellation/Refund Policy. Cancellation and/or release of exhibit space on or before April 1, 2021 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, 2021 and June 30, 2021 will result in a 75% penalty fee of the space cancelled.

B6. Exhibit Schedule (subject to change)		
Sunday, September 26		
Exhibitor Move In	8:00 AM	4:30 PM
Monday, September 27		
Exhibitor Access	10:00 AM	1:00 PM
Exhibition Open	1:00 PM	6:00 PM
Tuesday, September 28		
Exhibition Open	10:00 AM	6:00 PM
Wednesday, September 29		
Exhibition Open	8:00 AM	4:00 PM
Exhibitor Move Out	4:00 PM	10:00 PM

After July 1, 2021, the Exhibitor is liable for 100% of the total price of the space contracted. Cancellations must be received in writing to exhibits@rsiweb.org.

B9. Exhibitor agrees that RSI will not be liable for failure to hold the Railway Interchange event as scheduled. If the event is canceled due to fire, Act of God (e.g., fire, flood, earthquake, hurricane, explosion), war or an act of terrorism, labor strike or unavailability of the exhibit facility, epidemic or pandemic, or any law or regulation enacted by a public authority which would make it impossible or impractical to hold the event, then payments will be refunded less any actual nonrefundable expenses incurred by RSI as apportioned among RSI and all Exhibitors.

B10. 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 RSI Railway Interchange Show 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.

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 made until the deposit is received by RSI 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, 2021. If this payment is not received by April 1, 2021, 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, 2021 must be paid in full at the time the application is submitted.

C1. Calculate Exhibit Space Payment

Please list the configuration, total square feet, rental fee associated with the booth size you are requesting (refer to page 1, 2 for booth pricing). *Note: Do not include company sharing fees. You will receive a separate form.*

# Square Feet of Space Requested	
Exhibit Space Price	\$
Premium Space Charges 10%	\$
Total Amount Due (USD)	\$
Deposit Amount Due (25%)	\$

C2. Payment Information

____ I want to pay by Dec. 30, 2020.

____ I want to pay by Jan 31, 2021.

You will receive an email with an invoice shortly. You can pay online with your credit card, or via check or wire transfer.

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 or want to be sure your application was received, contact exhibits@rsiweb.org.