



57TH ANNUAL C&S EXHIBITION

EXHIBIT SPACE APPLICATION & CONTRACT



RSSI invites you to participate in the 57th Annual RSSI C&S Exhibit, in conjunction with Railway Interchange being held Sept. 17-19, 2017 at the Indianapolis Convention Center in Indianapolis, IN. The RSSI exhibits will be open free of charge to all US and international railroad, transit, and government agency attendees.

All space and corresponding rental rates will be assigned via telephone conversation with the Railway Systems Suppliers, Inc. office. (904-379-3366)

We authorize Railway Systems Suppliers, Inc. to hold space number (s) _____ For use by the undersigned at the quoted rental of \$ _____

Member Company Name: _____

Address: _____

City: _____ State/Province: _____ Zip: _____

EXHIBIT CONTRACT PROVISIONS

REQUESTS FOR EXHIBIT SPACE:

Requests for exhibit space must be handled in the following manner –

- 1) **PHONE** the RSSI office at (904) 379-3366 to confirm availability of desired space(s) prior to forwarding application and payment. Booth space reservations will be made according to the schedule listed in the 2017 Exhibit Prospectus. Booth sales will continue to be accepted until all spaces are reserved.
- 2) RSSI staff will confirm available space selection in the member company's name pending receipt of contract and payment.
If contract and payment are not received within forty-five (45) days, the space will be released and made available to other members.
- 3) An Exhibitor Service Manual will be available in either a hard copy (binder) or electronic format (downloadable from the RSSI website or via email) by May 1, 2017. Any booth reservation made after May 13, 2017 will not be able to receive a hard copy of the ESM. Please designate your preference:
 - I prefer to receive the Exhibitor Service Manual electronically via e-mail. Please send to the following e-mail address: _____

- Please send the hard copy of the Exhibitor Service Manual to the attention of: _____
Address: _____ City: _____ State: _____ Zip: _____

(Only one (1) Exhibitors Manual will be provided. Unless otherwise indicated above, the Exhibitor Service Manual will be directed to the person whose signature appears on the bottom of this contract.)

- I will download the ESM from the RSSI website.

ASSIGNMENT OF EXHIBIT SPACE:

Assignment of space will be made in the order of requests received per schedule included in the 2017 Exhibit Prospectus. RSSI reserves the right to shift space assignments after the contract has been signed if they find it necessary to do so.

USE OF EXHIBIT SPACE:

- 1) All demonstrations and exhibits must be confined to the Exhibitor's designated area. Exhibiting in any other area not designated by Railway Systems Suppliers, Inc. is not permitted.
- 2) No Exhibitor shall assign, sub-let, or share the whole or any part of the exhibit space allotted.
- 3) Direct selling or taking of orders in the aisles is strictly forbidden. Such activities must be confined to the exhibitors allotted exhibit space.
- 4) Exhibitor agrees to keep the exhibit booth open to customers for the entire advertised exhibit hours, and that the exhibitor will not begin tearing down their booth until notified by a member of the RSSI staff.

PAYMENTS AND CANCELLATIONS:

In applying for space, the Exhibitor must submit the payment in full along with the fully executed Exhibit Space Application and Contract within 45 days of reserving the booth space. In the event of cancellation by the Exhibitor at any time, Railway Systems Suppliers Inc. shall have the right to rent the space to another exhibitor without obligation to return the amount already paid and has the right to retain such amount as liquidated damages.

LIABILITIES:

Space is leased with the understanding that the Exhibitor will hold Railway Systems Suppliers, Inc., Fern Exhibition Services and the Indianapolis Convention Center harmless from any and all liability that may result from any cause whatsoever. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save Railway Systems Suppliers, Inc., Fern Exhibition Services and the Indianapolis Convention Center, its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the Exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of Railway Systems Suppliers, Inc., Fern Exhibition Services, or the Indianapolis Convention Center, their employees and agents. In addition, Exhibitor acknowledges that Railway Systems Suppliers, Inc., and/or the Indianapolis Convention Center does not maintain insurance covering Exhibitor's property and that **it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. A certificate of insurance must be furnished to RSSI at 13133 Professional Drive, Suite 100, Jacksonville, FL 32225 or emailed to rssi@rssi.org 30 days prior to the exhibition. Any company not in compliance may be asked to forfeit their booth space.**

Railway Systems Suppliers, Inc., its agents and employees, will not be liable for failure to hold the Exhibition as scheduled. Payments for booth space will be returned in that event except that any actual expenses incurred in connection with the Exhibition will be deducted if the Exhibition is called off on or after June 30, 2017 because of fire, any act of God, public enemy, strike or epidemic, or any law or regulations of public authority, which makes it impossible or impractical to hold the Exhibition.

EXHIBIT SPACE RENTAL RATES:

All spaces are sold in 10' x 10' square foot increments. Rental fees are based on the square footage of the area selected as follows:

Exhibit Space Rates RSSI Members			
#10'x10' Booths	Booth Size in ft²	Price Per ft² (USD)	Total Booth Price (USD)
1	100	\$20.00	\$2,000
2	200	\$20.00	\$4,000
3	300	\$20.00	\$6,000
4	400	\$20.00	\$8,000
5	500	\$20.00	\$10,000
6-10	600-1,000	\$17.50	\$10,500-\$17,500
12+	1,200+	\$15.00	\$18,000+
Exhibit Space Rates Non-RSSI Members			
1+	100+	\$35.50	\$3,550+



**Signature
Required**



**Signature
Required**

RSSI Policy on Entertainment: As part of the Exhibit Space Application and Contract, I hereby certify that all representatives and associates of the above stated member company have been notified of the RSSI Policy on Entertainment and will observe and abide by this policy.

Member Representative: _____ **Phone Number:** _____

Contract Submitted By _____ **Title** _____

Signature _____ **E-Mail** _____

Phone _____ **Fax** _____

Mail Check Payments and Completed Application to:

Railway Systems Suppliers, Inc.
13133 Professional Drive • Suite 100 • Jacksonville, FL 32225
Phone: 904-379-3366 • Fax: 904-379-3941

**Credit card payments can be made through a secure member login.
Login information will be provided at time of purchase of booth space.**

If you filled out this form electronically, you may email it to rssi@rssi.org.

**This Section To
Be Completed by
the RSSI Office:**

RECORD OF PAYMENT:

Check or Confirmation # _____ Payment Amount: _____

Date Deposit Accepted: _____ Accepted By: _____