



**RSSI Booth Application and Contract for the
64TH ANNUAL C&S EXHIBITION
MAY 20-22 • INDIANAPOLIS, IN**



We authorize Railway Systems Suppliers, Inc. to hold a space size of _____ For use by the undersigned at total booth cost of \$ _____

Exhibiting Company Name: _____

Address: _____

City: _____ State/Province: _____

Country: _____ Zip: _____

PRIMARY EXHIBIT SPACE CONTACT

Name: _____

Title: _____ Phone Number: _____

Email: _____

RSSI Member Company

Non-Member Company

EXHIBIT CONTRACT PROVISIONS

This document, when signed by Exhibitor and Railway Systems Suppliers, Inc. (RSSI), consummates a binding legal agreement for the RSSI Exhibits at Railway Interchange 2025 (event) held May 20-22, 2025. Railway Systems Suppliers, Inc. (RSSI) agrees to review the Contract and assign your company exhibit space consistent with show eligibility requirements and policies. By the below signature, the individual signing this document warrants that they are authorized to execute this contract on behalf of the Exhibitor. The Exhibitor agrees to be bound by the information and terms specified in this application/contract. **Questions? Contact RSSI via email at theresa@rssi.org.**

A) REQUEST FOR EXHIBIT SPACE/APPLICATION/CONTRACTING PROCESS

- STEP 1:** Complete all fields in this contract. Be sure to include size of booth space desired.
- STEP 2:** Sign and submit the contract to theresa@rssi.org.
- STEP 3:** Submit payment for your contracted booth space within 30 days on receipt of invoice. See the below Payment Information section for additional details.

B) BOOTH SELECTION PROCESS

- **Initial Booth Sales:** RSSI will be hosting initial booth space selection in early November 2024 for the RSSI portion of the Railway Interchange Exhibit Hall for exhibitors who submit an initial contract prior to October 25, 2024. Exhibit space selection appointments will be determined based on the exhibitor membership status, exhibiting history, and date of contract receipt.
- Exhibitors who submit an initial booth space contract by October 25, 2024 will receive a save the date email of a booth selection appointment time at least 1-week prior to the initial booth selection date. A representative from RSSI will reach out via phone on that appointed date to take live booth selections.
- After the initial booth sale selection period, remaining Member Companies will receive an email with a call-in booth sales appointment time for booth selection. Call-in booth sales will take place mid-November, 2024.
- Booth sales will continue until all booth space has been reserved.
- **Exhibitor understands that location preferences in exhibit space may not be available** and agrees that trade show management may revise the trade show floor plan and/or reassign Exhibitor's space at any time.

C) PAYMENT INFORMATION

- All booths reserved at the member rate must include the name of an RSSI member company in good standing.
- New member companies must pay the RSSI initiation fee and dues for the current year before reserving a booth.
- Non-RSSI member companies will be charged at the non-member rate.
- Booth reservations require a 50% non-refundable deposit of the total rental fee of the exhibit space, including the 10% premium (if applicable), to be paid within 30 days of receipt of the exhibit space invoice.
- The total remaining balance is due no later than February 14, 2025. If this payment is not received by February 14, 2025, trade show management reserves the right to cancel the reserved space and no refund will be made to the Exhibitor.
- All booth reservations made on or after February 15, 2025 must be paid in full within 30 days of receipt of exhibit space invoice.

D) CANCELLATION:

- Exhibitor may cancel its exhibit space at any time subject to the terms of the RSSI Railway Interchange 2025 Cancellation/Refund Policy:
- Cancellation and/or release of exhibit space on or before February 14, 2025 will result in a 50% penalty fee of the total price of the space contracted.
- Cancellation and/or release of exhibit space on or after February 15, 2025 will result in a 100% penalty of the total price of the space contracted.
- Cancellations must be received in writing via email to theresa@rssi.org.

E) GENERAL CONTRACT ACCEPTANCE

Upon acceptance of this agreement by RSSI and trade show management, all terms, conditions and guidelines contained in the application and contract (including all [Show Rules and Regulations](#)) shall be binding. The Exhibitor agrees that the contract, [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.

EXHIBIT SPACE RENTAL RATES

*New for 2025, all Island and Corner Booths will be considered Premium Booths and will have a 10% additional fee added to the total booth cost. All spaces are sold in 10' x 10' square foot increments and include two (2) registrations for each 100 square feet rented, to a maximum of 30 registrations.

Exhibit Space Rates – RSSI Members			
Square Feet	Per Square Foot	Price Per Space	Registrations Included
100-500	\$30.00	\$3,000-\$15,000	2-10
600-1,100	\$27.00	\$16,200-\$29,700	12-22
1,200+	\$25.00	\$30,000+	24-30
Exhibit Space Rates – Non-RSSI Members			
100+	\$45.00	\$4,500+	2+

IMPORTANT NOTICES REGARDING BOOTH RENTAL RATES

- **New for RSSI*:** All Island, Corner, Peninsula and Split-Island booths are premium configurations and have a 10% additional fee to the base booth rental rate. Exhibitors reserving one of these booths must pay the 10% premium and include it when figuring the total cost of booth space and when making the deposit. For a description of these booths, please refer to the [display guidelines](#). Contact theresa@rssi.org if you have questions about your booth space and potential regulations.
- End cap booths are not permitted
- RSSI members contracting for exhibit space must maintain membership throughout the term of the event. Member exhibitors who do not maintain membership will be charged non-member rental rates.

EACH 10 FT. X 10 FT. (100 SQ. FT.) INDOOR EXHIBIT SPACE INCLUDES:

- 2 complimentary exhibitor staff badges (maximum 30)
 - 8 ft. high back wall drape, 3 ft. high side wall drape
 - Identification sign
 - Basic Wi-Fi Internet connectivity
 - General expo hall security
 - Complimentary pre- and post-event attendee lists
 - **Not included:** electricity, carpeting, furniture, or cleaning services. Exhibitors will be informed about how to order these amenities separately.
- NOTE: Exhibitors are required to carpet their exhibit space.**

An Exhibitor Service Manual will be available in electronic format within three (3) months of exhibit. **All exhibitors and their contractors are responsible for abiding by the rules and regulations within the RSSI Exhibitor Service Manual**

RSSI Entertainment Policy prohibits private entertainment during RSSI hosted social events. As part of the Exhibit Space Application and Contract, I hereby certify that representatives and associates of the above stated member company will observe this policy.

The company and individual named below hereby enters into this Railway Systems Suppliers, Inc. (RSSI) Application & Contract for exhibit space at Railway Interchange 2025. The Exhibitor agrees to be bound by the terms and conditions set forth in this application and contract and those listed in the Show Rules and Regulations and other rules, regulations and schedules developed by RSSI and Railway Interchange trade show management.

All exhibitors must provide RSSI with a certificate of insurance.

This application and contract are also subject to the lease agreement between RSSI and the Indiana Convention Center.

Contract Submitted By _____

Title _____

Email _____

Phone _____

Signature _____

For 2025 RSSI Exhibition Payments

Mail Check Payments to:

Railway Systems Suppliers, Inc.
13133 Professional Drive • Suite 100
Jacksonville, FL 32225

Credit card payment instructions will be sent with the invoice.

For ACH/wire payments, please email theresa@rssi.org for remittance instructions.

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

Contact RSSI at 904-379-3366 with any questions.