

**Railway Supply Institute, Inc.**  
**Handbook of Rules and Regulations**  
**Railway Interchange 2011**



Date: September 18 - 21, 2011  
 Minneapolis Convention Center  
 CP Humboldt Yard  
 Minneapolis, Minnesota

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## SECTION 1: EXHIBITION HOURS

September 15, 2011 (TH)	Indoor Exhibitor Move In By Permission Only	Outdoor Exhibitor Move In By Permission Only
September 16 , 2011 (FRI)	Indoor Exhibitor Move In 8:00am to 4:30pm	Outdoor Exhibitor Move In 8:00am to 4:30pm
September 17 , 2011 (SAT)	Indoor Exhibitor Move In 8:00am to 4:30pm	Outdoor Exhibitor Move In 8:00am to 4:30pm
September 18 , 2011 (SUN)	Indoor Exhibits Open 12:00pm – 5:00pm	Outdoor Exhibits Open 11:00am – 5:00pm
September 19 , 2011 (MON)	Indoor Exhibits Open 11:00am – 6:00pm	Outdoor Exhibits Open 11:00am – 6:00pm
September 20 , 2011 (TUE)	Indoor Exhibits Open 8:00am – 6:00pm	Outdoor Exhibits Open 8:00am – 3:00pm
September 21 , 2011 (WED)	Indoor Exhibitor Move Out 8:00am to 4:30pm	Outdoor Exhibitor Move Out 8:00am to 4:30pm
September 22 , 2011 (TH)	Indoor Exhibitor Move Out 8:00am to 4:30pm	Outdoor Exhibitor Move Out 8:00am to 4:30pm

## SECTION 2: GENERAL RULES AND REGULATIONS

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**Access to Exhibit Areas:** To ensure maximum security for the exhibits and equipment, no one will be allowed in the exhibit area without an identifiable badge during move-in, show days or move-out. All work on exhibits will be done within the hours listed for move-in and move-out. No exhibitor will be allowed on the show floor until one-half hour before show hours and no later than one-half hour after the show closes.

**Americans with Disabilities Act:** Exhibitions are “public accommodations” under the provisions of the Americans with Disabilities Act (ADA). You should take care to comply with the provisions of the act. Failure to comply with the ADA can be a serious matter involving litigation and fines.

**Badges:** All personnel must have a badge to enter the exhibit areas during move-in, show and move-out days. Badges can be obtained at the RSI office in the Minneapolis Convention Center.

**Booth Activity:** Demonstrations or presentations as part of an exhibit must stay within the confines of that exhibit space. All demonstration tables must be placed a minimum of 2 feet from the aisle, inside the exhibitor's booth. Should any booth activity interfere with aisle traffic or surrounding exhibits, the Exhibit Committee reserves the right to eliminate that activity.

**Care of the Premises:** The exhibitor, its employees, representatives or contractors are responsible for any damage they may cause to the exposition facility. No nails, hooks, tacks, screws or similar items are permitted to be placed on walls or any part of the premises. Any such damage or loss will be made good by the exhibitor.

**Children:** No children under 18 years old are allowed in the exhibit areas during move in or move-out. During show hours, all children under 18 years old must be accompanied by an adult.

**Disputes:** Any disputes shall immediately be reported to RSI.

**Exhibit Approval:** Exhibitor shall submit to RSI a detailed drawing of its exhibit by June 30, 2011. The drawing must be approved by the RSI before the exhibitor shall be allowed to occupy the exhibit space.

**Exit Pass:** No one will be allowed to remove exhibits or equipment from the exhibit area at any time without an exit pass to be furnished by the RSI Program Committee. Packing or dismantling of exhibits is prohibited until after the official closing

**Insurance:** Exhibiting firms are required to provide proof of insurance for public liability and property damage. In addition, insurance covering the exhibitor's property during transportation to the show, during the show and transportation from the show is required. A Certificate of Insurance is to be delivered to the Railway Supply Institute that includes all additional insured before an exhibitor can occupy the assigned exhibit space.

**Late Arrival and Unoccupied Space:** In the event the exhibitor does not occupy its assigned space prior to the opening day of the exhibit, on the opening day, or any time during the exhibition the Exhibit Committee has the right to reassign that space. Exhibitors who do not occupy their assigned space are still responsible to RSI for the entire contract price.

**Lighting:** A reasonable amount of general lighting is provided with each booth rental. Additional lighting is available as outlined in the exhibitor kit. Glaring lights or objectionable lighting effects are banned.

**Loss and Damage:** RSI shall not be responsible or liable for disappearance, loss or damage, of any materials, appliances, merchandise, or property of the exhibitor or for personal injuries that may be sustained by the exhibitor, or by the exhibitor's employees, occurring at any time to, during, or after the close of the exhibition, and the exhibitor waives and releases all such claims, if any, against the sponsoring Association, its officers, agents and servants.

**Marketing:** Exhibiting firms may not extend their marketing activities beyond their booth space. This includes the distribution of product or literature, advertising, displays or solicitation of any kind within the exposition hall, hotel property, parking lots or any other surrounding area. Exhibitors violating this rule may be suspended from further affiliation with RSI. All marketing efforts should be conducted in a tasteful manner as determined by RSI.

**Moving Pictures and Slide Projectors:** The use of moving pictures or projectors will be permitted subject to control of the RSI Exhibit Committee. Any sound emanating from a booth will be allowed only if unobjectionable to neighboring exhibitors. All audio and visual displays shall be subject to ordinance regulations of the City of Minneapolis and in compliance with the union requirements as to the operation and maintenance.

**Music:** Exhibitors planning to use music in their booths must report this to RSI before the exposition to assure ASCAP and BMI compliance.

**Noise:** Any noise creating device shall be operated at a level so as not to interfere with other exhibitors, as determined by RSI. No loud speaker systems will be permitted.

**Non-Official Contractors:** Any contractor who has not been chosen by Show Management to provide services for the exposition and its exhibitors is a non-official contractor. A non-official contractor cannot be used by any exhibitor without prior written approval by Show Management. To obtain this approval, the exhibiting firm must provide in writing, at least 60 days before the exposition, the organization's name, proof of insurance and any other pertinent information to Show Management.

**Official Contractors:** RSI has chosen appropriate contractors to supply all the services necessary to produce the exposition. Every effort has been made to insure the lowest possible rates for these services. All exhibiting firms agree to abide by the contractors' regulations. This includes using only the chosen contractors, unless prior written approval has been obtained by Show Management.

**Security:** The Railway Supply Institute will provide guard service in the exhibit areas 24 hours a day including during move-in, show, and move-out days. In no instance shall RSI be held responsible for loss or damage from fire, theft or other causes.

**Additional Security:** Guard service can be obtained through the official security contractor for booths requiring additional security.

**Theft:** Any case of theft must be reported to the RSI office immediately.

**Use of Space:** An exhibitor shall not assign or sublet any part of the space allotted to it. The space shall only be used by the exhibitor to exhibit equipment and products sold by it in the regular course of business. No person, firm or corporation can exhibit or distribute any literature or advertising matter containing the names or describing equipment and products of anyone who is not a member of the RSI. All exhibitors must keep their products, equipment and display material within the space allocated to them. RSI is a non-profit organization. Therefore, there shall be no solicitation of orders or sale of any equipment or products, nor will there be any sale or price signs displayed on the premises. This exhibition shall be purely educational and informative with the intention of improving the efficiency, safety, maintenance and operation of railroads based upon the latest research and development.

### **SECTION 3: INDOOR EXHIBIT SPACE RULES & REGULATIONS & INSURANCE REQUIREMENTS**

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**1. WHO MAY EXHIBIT:** Exhibitors must be members in good standing at the time of making application for space and at the time of the EXHIBITION of Railway Supply Institute, Inc.

**2. BOOTHS:** Standard booths are 10' X 10' with larger multiples available on a first-come, first- served basis. Back walls shall not exceed 8 feet in height. Side walls can only extend 5 feet from back wall with a height of 8 feet. The front 5 feet of both side walls cannot exceed 4 feet in height. Products to be exhibited and display items cannot exceed 8 feet in height in any portion of exhibit space.

**3. SPACE RENTAL:** Booth rental prices are indicated in the exhibitor application accompanied this form. Included in the rental of each 10' X 10' booth space is 8' high back wall drape, 3' high side divider drape and a 7" X 44" two-line identification sign with your company name, city & state and booth number. Please note that exhibitors are responsible for furnishing their exhibit booth spaces. RSI will be responsible for carpeting the aisles only.

**4. ALLOCATION OF SPACE:** Space will be allocated by the RSI Program Committee. Applications for space should be sent to the offices of RSI as soon as possible. The Committee reserves the right to accept or reject applications for space and to make changes to the floor plan as shown with this application for exhibit space. Upon allocation of space under this application, the RSI will issue its "Official Acceptance of Application & Allocation of Space" signed by RSI, providing all requirements have been met in submission of this application. EXHIBITORS agree to comply in all particulars with the decisions, rules and regulations adopted by the Exhibit Committee regarding the allocation of space, services to be rendered and the general conduct of the Exhibition. With each application for space the Exhibitor shall submit to the RSI Program Committee a detailed drawing of its exhibit. **The drawing must be approved by the RSI Program Committee before the Exhibitor shall be permitted to occupy Exhibit Space.**

**5. USE OF SPACE:** Space allocated under this contract shall be used only by the Exhibitor to exhibit equipment and products sold by him in the regular course of his business. The Exhibitor shall not assign, sub-let or apportion the whole or any part of the space allocated hereunder to him, nor shall he permit any person, firm or corporation to exhibit or distribute any literature or other advertising matter containing the names or describing the exhibit equipment and products of anyone who is not a member of the Railway Supply Institute, Inc. Exhibitors must keep their equipment, products, display material, etc. within the space allocated to them hereunder. Inasmuch as the RSI is a non-profit organization, and in order to maintain this non-profit status, there shall be no solicitation of orders or sale of any equipment or products, nor shall there be any price or "sold" tags displayed on the premises of the Exhibition or on any exhibits thereof. This exhibition shall be purely educational and informative with the view towards improving the efficiency, safety, maintenance and operation of railroads based upon the latest research and development of the EXHIBITORS.

**6. LATE ARRIVAL AND UNOCCUPIED SPACE:** In the event any EXHIBITOR shall not begin to occupy its assigned space prior to the opening day of the Exhibit, RSI has the right to re-assign said EXHIBITOR'S space to another EXHIBITOR. If said EXHIBITOR shall then request space, RSI shall endeavor to provide replacement space. Any space remaining unoccupied on the opening day or at any time during the Exhibition may be re-rented by RSI at its option and the EXHIBITOR who had previously contracted for such space agrees to pay the RSI any loss occasioned by such re-rental, or the entire contract price if such is not sub-letted. Cancellations of space cannot be accepted without approval of RSI, and in no case will cancellation be accepted after August 1, 2010.

**7. CANCELLATION OF EXHIBITION:** In the event that the premises reserved for the Exhibition or any portion thereof shall be destroyed by fire, flood, or other calamity so as to prevent the use of such premises for the purposes and during the time specified herein in the judgment of the RSI Committee, or if the premises cannot be so used because of strikes, terrorism or acts of God, or National Emergency, or in the event the Board of Directors of the RSI deem it advisable not to hold this EXHIBITION, the EXHIBITOR waives any claims against the between Railway Supply Institute, Inc., the City of Minneapolis, and the Minneapolis Convention Center for any damages by reason of such determination and agrees that in the event any expenses have been incurred by the RSI in the preparation for this EXHIBITION, same shall be prorated among the Exhibitors and paid by them respectively.

**8. CANCELLATION OF CONTRACT:** The RSI Program Committee reserves the right to cancel this contract at any time prior to or during the EXHIBITION if in the judgment of RSI, the EXHIBITOR has violated any of these rules and regulations and all monies paid by the EXHIBITOR for rental or otherwise shall be retained by the RSI as liquidated damages. In the event this contract is cancelled in accordance with the foregoing provisions, the RSI shall have the right to remove all property and effects of the EXHIBITOR from the space herein contracted for without process of law, and restore possession of said space to itself for such purposes as it may deem advisable. 8-A. FURTHER: The Exhibit Committee reserves the right to cancel this contract in the event the EXHIBITOR becomes insolvent or bankrupt, or in the event a Receiver is appointed for the EXHIBITOR, this contract shall not be considered any part of the assets of the EXHIBITOR.

**9. ELECTRICAL:**

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage."

- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

For more information please see page 12 of the IAEE Guidelines for Display Rules & Regulations. For specific electrical rules & regulations of the Minneapolis Convention Center please see page 3 of the “Electrical Service Order Form”. Both documents can be found online at the RSI Railway Interchange 2011 exhibitor’s page ([http://www.rsiweb.org/ri\\_2011\\_exhibitor.html](http://www.rsiweb.org/ri_2011_exhibitor.html)).

#### **10. FIRE SAFETY COMPLIANCE: FLAMMABLE AND TOXIC MATERIALS**

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

For more detailed information please see Minneapolis Convention Center “Meeting Planners Guide”, pages #11-13, “Fire Marshall” and “Fire & Safety Regulations”. This document can be found online at the RSI Railway Interchange 2011 exhibitor’s page ([http://www.rsiweb.org/ri\\_2011\\_exhibitor.html](http://www.rsiweb.org/ri_2011_exhibitor.html)).

**11. LIABILITY AND INSURANCE:** EXHIBITOR assumes entire responsibility and hereby agrees to protect, indemnify and defend the Railway Supply Institute, Inc., the City of Minneapolis, the Minneapolis Convention Center, and their respective employees and agents against any and all claims, losses and damages to persons or property, including but not limited to the EXHIBITION, its agents, employees and business invitees, governmental charges or fines and attorney’s 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 the Hilton Chicago and Towers Hotel and their employees and agents. The EXHIBITOR, on signing this Exhibit Contract, expressly releases the foregoing named Railway Supply Institute, Inc., the City of Minneapolis, Minneapolis Convention Center and their respective employees, agents, individuals, committees and firms of and from any responsibility for all claims for loss, damage or injury to the EXHIBITOR’S materials and displays. EXHIBITOR shall provide a policy or policies of public liability and property damage insurance with a company or companies satisfactory to the Exhibit Committee in which the EXHIBITOR, Railway Supply Institute, Inc., the City of Minneapolis and the Minneapolis Convention Center shall be named as insured and in which the limits of liability shall be at least \$2,000,000 general aggregate, \$2,000,000 personal and advertising injury, \$2,000,000 each occurrence, \$100,000 fire damage, and \$10,000 medical expense any one person. The policy shall be on “occurrence” basis, shall include contractual liability coverage. Prior to occupying space assigned, the EXHIBITOR shall deliver to the Exhibit Committee a Certificate of Insurance showing the coverage as outlined above. EXHIBITOR acknowledges that the Railway Supply Institute, Inc., the City of Minneapolis, and the Minneapolis Convention Center do not maintain insurance covering EXHIBITOR’S property and that it is the sole responsibility of EXHIBITOR to obtain business interruption and property damage insurance covering such losses by EXHIBITOR and such other insurance as the EXHIBITOR desires or requires. EXHIBITOR agrees to strictly comply with the applicable terms and conditions contained in the agreement between Railway Supply Institute, Inc., the City of Minneapolis, and the Minneapolis Convention Center regarding the exhibition premises, which will be considered a part of this agreement. (View an indoor Sample Certificate of Insurance Here)

**12. SPECIAL SERVICES AND POWER:** As part of the EXHIBITOR’S lease of booth space, the RSI will furnish electricity to each booth for use by EXHIBITOR (one 110/120 single phase 1500 watt AC line). EXHIBITOR agrees to pay for all electric energy in excess of that offered by the RSI and any gas, water, sewage, drainage, compressed air, steam and telephone lines or computer hook-ups. Also all wiring connections, installations, power and current, (special lighting) pipe fitting, machine erectors, carpenter work, painting, labor, signs, flowers, furniture and anything else that may be ordered by said EXHIBITOR; all such work to be ordered through the official show contractor of the RSI whose office is at the hotel show location. No other contractors will be permitted in the building. EXHIBITORS will be billed by the RSI official contractor and bills must be paid before the EXHIBITION closes. Any disputes arising between EXHIBITORS and authorized contractor must be referred to the Director of Exhibits.

#### **13. INSTALLATION, DISMANTLING AND REMOVAL OF EXHIBITS AND EXHIBITOR’S MATERIALS:**

**INSTALLATION:** Complete instructions on installing exhibit materials and equipment, including move-in dates are listed in the first section of this document. EXHIBITORS shall employ Union labor of labor organizations in the Minneapolis

area or labor Recognized by such organizations in connection with the installation and removal of exhibits. No one under the age of 16 is permitted on the exhibit floor during move-in and move-out.

**DISMANTLING:** No one will be allowed to remove exhibits or parts thereof from the EXHIBITION hall at any time without an exit pass to be furnished by the RSI Program Committee. Exit passes will not be issued until all bills are paid. Packing or dismantling of exhibits will be positively prohibited until after the official closing hour of the EXHIBITION, notice of which listed in the first section of this document. EXHIBITORS or their agent, using crushed stone, sand, gravel, bricks, cement, tile, etc. in connection with the exhibits must deliver this material to the EXHIBITION Hall in bags and shall remove same from the EXHIBITION Hall after the EXHIBITION closes.

**REMOVAL:** All exhibits and exhibit material must be removed from the EXHIBITION Halls by 4:30p.m. (C.D.T.) Thursday, September 22, 2011.

**NOTE: ALL OVERTIME CHARGES FOR HANDLING INSTALLATION AND REMOVAL OF EXHIBITS CAN BE AVOIDED BY ELIMINATING SATURDAY, SUNDAY AND OVERTIME WORK. THIS CAN BE ACCOMPLISHED BY EXHIBITOR'S CAREFUL PLANNING.**

**14. LOSS AND DAMAGE:** The RSI shall not be responsible or liable for disappearance, loss or damage, of any materials, appliances, merchandise, or property of the EXHIBITOR, or for personal injuries that may be sustained by the EXHIBITOR, or by the EXHIBITOR'S employees, occurring at any time to, during, or after the close of the Exhibition, and the EXHIBITOR hereby expressly waives and releases all such claims, if any, against the sponsoring Association, its Officers, agents and servants.

**15. SECURITY SERVICES:** The RSI will provide responsible watchmen, police and fire protection throughout the convention days and use every reasonable means for such protection to EXHIBITOR, but shall in no case be held responsible for loss or damage from fire, theft or other Causes.

**16. CARE OF PREMISES:** Acceptance of Exhibit space makes it obligatory on the part of the EXHIBITOR and his employees, representatives or contractors, that they will not injure or mar or in any manner deface the premises and shall not cause or permit anything to be done wherein the premises shall in any way be injured, marred or changed in any manner and shall not place or permit to be placed any nails, hooks, tacks, screws or any other similar items into any part of the premises, nor place or permit to be placed any signs on walls in any part of the premises. Any such damage or loss shall be made good by the EXHIBITOR to the between the City of Minneapolis and the Minneapolis Convention Center. No EXHIBITOR may allow any article to be brought into, nor permit any at to be done on premises which will vitiate or increase the premiums on policies of insurance held by other EXHIBITORS, between Railway Supply Institute, Inc., the City of Minneapolis, and the Minneapolis Convention Center

**17. SIGNS AND EXHIBITS:** A standard sign showing firm name of each EXHIBITOR will be provided by the RSI without additional charge and no other firm name or portion of firm name shall be used to advertise materials, appliances or equipment of any other concern. Descriptive signs or displays may be provided by the EXHIBITOR under certain restrictions, and must in no case be located where they might obstruct or mar the view of the neighboring exhibits and are subject to prior approval by the Exhibit Committee. "Price Signs" may not be displayed. EXHIBITORS desiring to use any unusual sign, exhibit or display material must submit a blueprint, drawing or sketch thereof to the Exhibit Committee for prior written approval.

**18. DECORATION:** EXHIBITORS will, as far as possible, decorate and prepare their arrears so as to present a neat and attractive appearance. All decorations shall be subject to approval of the RSI Program Committee.

**19. CATALOGUES, SOUVENIRS, ET CETERA:** Distribution of an EXHIBITOR'S printed materials is strictly confined to his own space and no other except for such trade publications as THE TECHNICAL PRESS who are members of RSI. EXHIBITORS may hand out their catalogues or circulars from their exhibition booths only, and will in no case distribute any such literature in locations and areas where meetings of the guest Railroad Associations are in session. Soliciting of subscriptions of any kind will not be permitted. EXHIBITORS violating this rule may be suspended from further affiliation with RSI.

**20. MOVING PICTURES – SOUND DEVICES – LIGHTING:** The use of moving pictures and slide Projectors will be permitted subject to control of the RSI Exhibit Committee. Sound emanating there from will be permitted only if unobjectionable to neighboring EXHIBITORS. All picture Projections shall be subject to ordinance regulations of the City of Minneapolis and compliance with Union requirements as to operation and maintenance. Any EXHIBITOR planning on

using music in his or her booth must report this to the RSI Program Committee prior to the Exhibition to assure Union compliance. Glaring lights or objectionable lighting effects are also banned. NO LOUD SPEAKER SYSTEMS WILL BE PERMITTED.

**21. GENERAL:** All matters and questions not covered by these Rules and Regulations are subject to the decision of the RSI Program Committee. These Rules and Regulations may be amended at any time by the RSI Program Committee and all amendments or additions that may be made shall be as equally binding on all parties affected as the original Rules and Regulations.

## SECTION 4: INDOOR EXHIBIT SPACE GUIDELINES

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Please review the IAEE Guidelines for Display Rules & Regulations located at [http://www.rsiweb.org/ri\\_2011\\_exhibitor.html](http://www.rsiweb.org/ri_2011_exhibitor.html) for additional information regarding specific restrictions for your booth space (including Line of Sight Regulations). Any display not conforming to exhibit specifications outlined in the IAEE Guidelines for Display Rules & Regulations must have RSI Show Management approval 60 days prior to the move-in.

Guidelines for Display Rules and Regulations are created to promote continuity and consistency among North American exhibitions. They are the model for most domestic exhibitions. These Guidelines afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

**Booth Dimensions:** Standard booths are 10' x 10'. Back walls shall not exceed 8 feet in height. Side walls can only extend 5 feet from the back wall with a height of 8 feet. The front 5 feet of both side walls cannot exceed 4 feet in height. Ceiling heights, pillar size and locations vary throughout all of the halls. Check these variables before planning and building your exhibit.

### INDOOR BOOTH EQUIPMENT

**Booth:** Included in the rental of each 10' X 10' booth space is 8' high back wall drape, 3' high side divider drape and a 7" X 44" two-line identification sign with your company name, city & state and booth number.

Please note that exhibitors are responsible for furnishing their exhibit booth spaces. Orders for furnishings and carpeting should be placed through the official service contractor (Freeman). All expenses associated with ordering furnishings, carpeting, cleaning, labor and material handling are the responsibility of the exhibitor.

**Carpet:** It is mandatory for exhibitors to fully carpet the inside of their booth space, NO exposed concrete floor is allowed. Carpeting enhances your company image and continues the overall professional look of the show. Exhibitors may provide their own carpeting or it may be ordered through the official service contractor (Freeman). All expenses associated with ordering carpeting, cleaning, labor and material handling are the responsibility of the exhibitor. All carpeting must be fire retardant in compliance with local fire department regulations.

**Cleaning:** Exhibit space cleaning is provided exclusively by the Minneapolis Convention Center. Exhibitors will be required to order all cleaning services such as vacuuming and porter service through the Minneapolis Convention Center.

**Floor Load Limit:** This term refers to the amount of weight one square foot on an exhibit floor can hold without concerns for collapse or failure of the floor to hold the weight. Floor load limit is a concern mostly on machinery shows where heavy machines are to be displayed. It is critical to determine if the footprint of a machine, being considered by an exhibitor for display, does not exceed the floor load limit. In the Minneapolis Convention Center, Exhibit Hall D, the "Floor Load Limit is 350 LBS per SQFT. This limit is considered average to above average.

**Hanging Signs:** Hanging signs above exhibit booths, other than island or peninsula booths, are not permitted. All exhibit material, including hanging signs, must be enclosed within the confines of the booth space rented. Please refer to the IAEE Guidelines for Display Rules & Regulations by clicking on the link (or enclosed in this section).



Hang point(s) positions and load bearing limits over the exhibit floor vary and it is mandatory that all requests for hanging signs be submitted for review by the official service contractor (Freeman).

Additionally, hanging signs greater than 500 LBS must be certified for structural integrity and safety to be approved by the Minneapolis Convention Center.

**Utilities:** All utility services must be ordered through the Minneapolis Convention Center. Utilities and their locations in the exhibit hall are as follows:

- Flush mounted floor boxes on 30' centers provide electrical, Internet cable, cable TV and telecommunications connections.
- Cold water and drains are also available at select points.
- Electrical service features 120/208 –volt, 110-amp, single and three-phase current, with additional currents available.
- Natural gas available at select points.
- Catwalks feature access to compressed air, plus 480-volt, 100-amp three phase current.

RSI recommends that you order all services in advance. This will help you save money and time at show-site. Once the Minneapolis Convention Center installs services, exhibitors are permitted to perform the following work in their booths:

- Plug-in their own devices and equipment provided the amperage purchased is not exceeded.
- Connect modems, printers, computers, keyboards and install their own light bulbs.
- Test and tune their own equipment.
- Exhibitors may run communications cable between machines in the same booth above the carpet.

## INDOOR RESTRICTIONS

**Aisles:** All aisles are to be kept clear of freight or debris which prohibits passage. Any obstructions will be removed by the official contractor and all charges incurred for removal will be the responsibility of the individual exhibitor.

**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 the Railway Supply Institute.

**Food and Beverages:** Exhibitors are allowed to have food and non-alcoholic beverage in their booth only if purchased through the exposition facilities' official caterer.

**Signage:** Signs and logos cannot exceed 8 feet in height nor be located where they might obstruct or mar the view of the neighboring exhibits. Price or sale signs may not be displayed.

**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. Contact the official decorator for details.

Exhibitors are reminded that the storage of excess literature, product or packing materials and cases behind the exhibit back drape is strictly prohibited in every major exhibit facility in the U.S. In most cases, 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. Exhibitors with small exhibit presentations - who have purchased portable or pop-up displays and who do not require the services of the labor or drayage contractor - should be allowed to keep their materials within the confines of their rented booth space, as long as they do not create a safety problem or appear unsightly to neighboring exhibits.

**Structural Integrity:** All exhibit fixtures, especially portable or pop-up booths, must be erected in a manner to withstand normal contact or vibration due to outside forces such as wind, the movement of fork-lifts, heavy machinery or equipment, and unintentional contact on the part of cleaners, laborers or neighboring exhibitors. No towers are allowed as part of any exhibit. All structures must be approved by RSI and the Fire Marshall. Exhibit fixtures should always be erected on a concrete floor (where possible) and the use of shelves and rack for product or literature display should only be attempted with fixtures designed to support such loading. Exhibitors adjoining portable or pop-up booths are entitled to reasonable safety precautions.

## INDOOR SAFETY

**Electrical:** All electrical wiring and connections must pass the standard underwriters' test and the Fire Marshall's inspection.



**Empty Crates:** 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.

**Fire Extinguishers:** All fire equipment must be clearly accessible and cannot be obstructed in any manner whatsoever.

**Flame Retardant Materials:** All fabrics, drapery materials, exhibit and display material and decorations in every booth must meet the fire code and be flame resistant.

**Fuels & Explosives:** Motor fuels or explosive materials of any kind are strictly prohibited in the exposition hall unless approved in writing by Show Management and the Fire Marshall. Demonstrations of internal combustion engines in operation are not permitted.

**Smoking:** No smoking is allowed at any time in the exhibit hall.

## **SECTION 5: OUTDOOR EXHIBIT SPACE RULES & REGULATIONS AND INSURANCE REQUIREMENTS**

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**1. WHO MAY EXHIBIT:** Exhibitors must be members in good standing of Railway Supply Institute, Inc. (RSI) at the time of making application for space and at the time of the exhibition.

**2. TRACK EXHIBIT SPACE RENTAL:** A check payable to RSI or credit card information for 25% of the total amount of exhibit space must be provided with this application. Adjustments will be handled after definite allocation of space has been made. Final payment for Exhibit Space must be made by April 1, 2011. If completed payment is not made booth space will be reassigned and deposit will not be refunded.

**3. ALLOCATION OF SPACE:** Applications for space should be sent to the RSI office as soon as possible. RSI reserves the right to accept or reject applications for space and to make changes in the space plans. Upon allocation of space under this contract RSI will issue its Exhibitor Service Manual to all Exhibitors who must comply with the instructions contained therein. Exhibitors agree to comply in all particulars with the decisions, rules and regulations, adopted by RSI regarding the allocation of space, services to be rendered, and the general conduct of the exhibition.

**4. USE OF SPACE:** Space allocated under this agreement shall be used only by the Exhibitor to exhibit equipment and products sold by him in the regular course of his business; the Exhibitor shall not assign, sublet or apportion the whole or any part of the space allotted hereunder to him, nor shall he permit any person, firm or corporation to exhibit or distribute any literature or other advertising matter containing the names or describing the exhibit equipment and products of anyone who is not a member of RSI. Exhibitors must keep their equipment, products, display material, etc., within the space allocated to them hereunder. Exhibitor shall not solicit orders for sale nor sell any equipment or products, nor shall there be any "price" or "sold" tags displayed on the premises of the exhibition or on any exhibits thereof. This exhibition shall be purely educational and informative with the view towards improving the efficiency, safety, maintenance and operation of railroads based on latest research and development.

**5. UNOCCUPIED SPACE & EXHIBITOR CANCELLATION:** Any space remaining unoccupied on the opening day or at any time during the exhibition may be re-rented by RSI at its option and the Exhibitor who had previously contracted for such space agrees to pay RSI any loss occasioned by such re-rental, or the entire contract price if such is not subletted. In the event of cancellation by an Exhibitor, RSI shall determine an assessment covering the reassignment of space, prior services performed and other damages related to cancellation according to the following schedule:

Prior to April 29, 2011:	25% of total contracted space cost.
May 1 – July 29, 2011:	50% of total contracted space cost.
After August 1, 2011:	100% of total contracted space cost.

**6. CANCELLATION OF EXHIBITION:** In case the premises reserved for the exhibition or any portion thereof shall be destroyed by fire, flood, or other calamity beyond the reasonable control of RSI so as to prevent the use of such premises for the purposes and during the time specified herein in the judgment of RSI or if the premises cannot be so used because of strikes, Acts of God, or national emergency, or in the event RSI deems it advisable not to hold this exhibition, RSI shall have the right to terminate all space contracts in which event the Exhibitor waives any and all claims against RSI, its officers, directors and agents and the parties listed on Attachment A hereto and their agents for any damages by reason of such termination and agrees that in the event any expenses have been incurred by RSI in preparation for this exhibition, the same shall be prorated among the Exhibitors and paid by them respectively.

**7. CANCELLATION OF CONTRACT:** RSI reserves the right to cancel this contract at any time prior to or during the exhibition if in the judgment of RSI the Exhibitor has violated any of the foregoing rules and regulations and all monies paid by the Exhibitor for rental or otherwise shall be retained by RSI as liquidated damages, and in the event this contract is cancelled in accordance with the foregoing provisions, RSI shall have the absolute right to remove all property and effects of the Exhibitor from the space herein contracted for without process of law, and restore possession of said space to itself for such purposes as it may deem advisable.

**7-A. FURTHER:** RSI reserves the right to cancel this contract in the event the Exhibitor becomes insolvent or bankrupt, or in the event a receiver is appointed, this contract shall not be considered any part of the assets of the Exhibitor.

**8. INDEMNIFICATION AND INSURANCE:** The Exhibitor hereby assumes all risk of loss, damage or injury, by whatever means, to person or property, by reason of the condition of the leased premises, or by reason of the management, control or operation thereof, and hereby releases and holds harmless RSI, and any of its officers, agents, employees, staff members or committees and the parties listed on Attachment A hereto, their owners, employees or representatives, their successors and assigns, from any and all liability for loss, damage or injury by any person whomsoever, from any cause whatsoever, and the Exhibitor does further agree to indemnify and hold harmless the aforementioned, their successors and assigns, against any and all claims for such loss, damage or injury, by whomever sustained, from any cause whatsoever. Further, Exhibitor agrees, to the fullest extent permitted by law, to indemnify and defend the officers, directors, employees and agents of Soo Line Railroad Company, Soo Line Corporation, Canadian Pacific Railway Company, and any company doing business as Canadian Pacific Railway, their parent companies, subsidiaries and affiliated companies, (collectively "Indemnified Parties") from and against any claims demands, actions, suits, judgments, losses, damages (including, but not limited to lost profits and other actual compensatory, direct, punitive and exemplary damages) expenses, penalties, fines, sanctions, court costs, litigation costs and attorneys' fees (collectively, "Claims") arising out of or relating to any destruction of (or damage to) any property or natural resource, any injury to (or death of) any person, or any environmental pollution or contamination whatsoever, where such destruction, damage, injury, death, pollution or contamination (collectively "Actions") actually or allegedly arises from the activities of RSI or its Exhibitor(s), any action or omission of Licensee or its Exhibitor(s) while on or about the Property pursuant to this License, or the exercise the rights herein granted. Except as assumed by RSI pursuant to Section 8.2, CP agrees, to the fullest extent permitted by law, to indemnify the officers, directors, employees and agents of RSI from and against any Claims arising out of or relation to Actions arising from the activities of CP and other Indemnified Parties on or about the Property during the term of this License.

**8-A.** Exhibitor shall acquire at its own cost: (1) Workers' Compensation Insurance or its equivalent with statutory limits with Coverage B-Employer's Liability; (2) Comprehensive General Liability Insurance or its equivalent; and (3) Commercial Automobile Liability Insurance, all in the amounts and under the terms set forth in the General Insurance Requirements attached hereto as Attachment B, which requirements are incorporated herein by reference and made a part hereof. Certificates evidencing such coverage must be presented to RSI no later than August 1, 2011. The Exhibitor understands that RSI does not maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

**9. SPECIAL SERVICES AND POWER:** The Exhibitor agrees to pay for all electric energy, gas, water, sewage, drainage, compressed air, steam and telephone; and also all wiring connections, installations, power and current, special lighting, pipe fitting, machinery erectors, carpenter work, painting, labor, signs, flowers, furniture and anything else that may be ordered by said Exhibitor: all such work to be ordered on forms furnished for such purposes. No other contractors will be permitted in the convention center. Exhibitors will be billed by the Association's authorized contractors and bills must be paid before the exhibition closes. Any disputes arising between Exhibitors and authorized contractors must be referred to RSI.

**10. INSTALLATION, DISMANTLING AND REMOVAL OF EXHIBITS AND EXHIBITOR'S MATERIALS:**

**INSTALLATION:** Complete instructions on shipping, spotting, displaying also dismantling and removing equipment from the exhibit area will be given in the Exhibitor Service Manual of RSI sufficiently in advance of the date of the exhibition opening.

All exhibits must be ready, in place, for the opening of the exhibition by Saturday, September 17, at 4:30 p.m. for the opening of the exhibition on Sunday, September 18, at 12:00pm. No one under the age of 16 is permitted on the exhibit floor during move-in and move-out.

- **DISMANTLING:** No one will be allowed to remove exhibits or parts thereof from the rail yard at any time without an exit pass to be furnished by the Association. Exit passes will not be issued until all bills are paid. Packing or dismantling of exhibits will be positively prohibited until after the official closing hours of the exhibition, notice of which will be given. Exhibitors, or their agent, using crushed stone, sand, gravel, bricks, cement, tile, etc., in connection with the exhibits must deliver this material to the exhibition area in bags and shall remove same from the exhibition area after the exhibition closes.
- **REMOVAL:** All exhibits and exhibit material must be removed from the exhibition area by 4:00 on Wednesday, September 21, 2011.

**11. LOSS AND DAMAGE:** RSI shall not be responsible or liable for disappearance, loss or damage, of any material, appliances, merchandise, or property of the Exhibitor, or for personal injuries that may be sustained by the Exhibitor, or by the Exhibitor's employees, occurring at any time prior to, during, or after the close of the exhibition, and the Exhibitor hereby expressly waives and releases all such claims, if any, against the Association, its officers, agents and servants.

**12. SECURITY SERVICES:** RSI will provide watchmen, police and fire protection throughout the convention days and use every reasonable means for such protection to Exhibitor, but shall in no case be held responsible for loss or damage from fire or theft or other causes.

**13. CARE OF PREMISES:** Exhibitor, its employees, representatives or contractors, will not deface, injure, mar or remove any portion of the exhibits of others or the property of the owner(s) of the property on which the exhibition is located. Any such damage or loss shall be made good by the Exhibitor. No Exhibitor shall allow any article to be brought into, or permit any act

to be done on the premises which will vitiate or increase the premiums on policies of insurance held by either other Exhibitors, RSI or the owner(s) of the property on which the exhibition is located.

**14. SIGNS AND EXHIBITS:** A standard sign showing firm name of each Exhibitor will be provided by RSI without additional charge and no other firm name or portion of firm name shall be used to advertise materials, appliances or equipment of any other concern. Descriptive signs or displays may be provided by the Exhibitor under certain restrictions, and must in no case be located where they might obstruct or mar the view of the neighboring exhibits and are subject to prior approval by RSI. "Price" or "Sold" signs may not be displayed.

Exhibitors desiring to use any unusual sign, including overhead signs, exhibit or display material must submit a rendering thereof to RSI not later than August 1, 2011, and must receive prior written approval of the same by RSI.

Without exception, Exhibitors are required to submit a rendering of their track space to RSI. The rendering must include the placement and height and width of back and side walls and all large objects to be displayed. Exhibits must be approved by the Fire Marshal. **Renderings must be submitted to RSI by August 1, 2011.**

**15. DECORATING:** Exhibitors will, as far as possible, decorate and prepare their areas so as to present a neat and attractive appearance. All decorations shall be subject to approval of RSI.

**16. CATALOGS, SOUVENIRS, ETC:** Distribution of an Exhibitor's printed materials is strictly confined to his own space and no other except such trade publications as the technical press who are members of RSI. Exhibitors may hand out their catalogs or circulars from their exhibition booths only and will in no case distribute any such literature in locations and areas where meetings of the railroad associations are in session. Soliciting of subscriptions of any kind will not be permitted. Exhibitors violating this rule may be suspended from further affiliation with RSI.

**17. MOVING PICTURES-SOUND DEVICES-LIGHTING:** The use of moving pictures, slide projectors, video tape players, will be permitted subject to control of RSI. Sound emanating there from will be permitted only if unobjectionable to neighboring Exhibitors. All picture projects shall be subject to ordinance regulations of jurisdiction in which the exhibition is held, the rules and regulations of the owner of the property in which the exhibit is held, and be in compliance with union requirements as to operation. No loud speaker systems will be permitted.

**18. GENERAL:** All matters and questions not covered by these Rules and Regulations are subject to the decision of RSI. These Rules and Regulations may be amended at any time by RSI and all amendments or additions that may be made shall be as equally binding on all parties affected as the original Rules and Regulations.

**19. BREACH AND JURISDICTION:** It is agreed that this agreement is entered into in the District of Columbia and the law thereof shall apply to this agreement. In the event Exhibitor breaches or is in default of this agreement, the Exhibitor agrees to pay RSI its costs of enforcing this agreement, including but not limited to attorney's fees. The parties consent and agree to the non-exclusive jurisdiction of any state or federal courts in the Washington, DC, regarding any disputes arising under this agreement and further agree that proper service may be by registered or certified mail, which shall be sufficient to obtain jurisdiction. However, nothing herein shall preclude RSI from commencing an action in any court having proper jurisdiction.

#### **ATTACHMENT A to RSI Exhibit Rules and Regulations**

##### **Additional Parties**

1. Soo Line Railroad Company; 2. Soo Line Corporation; 3. Canadian Pacific Railway Company; 4. Freeman

##### **NOTICE**

*This list of Additional Parties may be amended to reflect supplementary parties as they become affiliated with RSI for its exhibition. All supplementary parties shall become a part of this exhibit agreement. RSI will give written notice of these supplementary parties.*

#### **ATTACHMENT B to**

##### **RSI Exhibit Rules and Regulations & RSI Insurance Requirements**

The Exhibitor shall furnish evidence of insurance to RSI as set forth hereinafter. All insurance shall be written by an insurance company having a Best's rating of A, Class XII or better and licensed to do business at the site of the exhibition and pursuant to the following:

**1. Workers' Compensation Insurance** with statutory limits with Coverage B – Employer's Liability limits of at least \$100,000 each accident, \$500,000 disease – policy limit and \$100,000 disease – each employee.

**2. Comprehensive General Liability Insurance** with a policy limit of not less than \$2,000,000 per occurrence and \$5,000,000 aggregate for bodily injury, death, and damage to or destruction of property (including the loss of use thereof). The policy shall by its wording or by endorsement insure those liabilities and obligations which this License contemplates will be assumed by RSI, including liabilities and obligations to indemnify the Indemnified Parties. The policy shall be endorsed to require that CP be given not less than 30 days written notice in advance of cancellation or termination of the policy or of any change or amendment to the policy that restricts or reduces coverage. The policy shall be endorsed with a cross liability (severability of interest) endorsement in substantially the following form: "This policy shall insure each person, firm, or corporation hereunder in the same manner and to the same extent as if a separate policy had been issued to each, but the inclusion herein of more than one insured shall not operate to increase the limits of the insurance company's liabilities." The policy shall be endorsed to add the following as additional insured: Soo Line Railroad Company, Soo Line corporation Canadian Pacific Railway Company, any company doing business as Canadian Pacific Railway, and any railway company or contractor operating trains or rail equipment upon railway tracks in close proximity to the Property, together with the parent

companies, subsidiaries, and affiliated companies of all of the foregoing (collectively, the Protected Parties). The policy shall also be endorsed to waive subrogation rights against the Protected Parties.

**3. Commercial Automobile Liability** insurance with limits of at least \$1,000,000 per accident covering all owned, non-owned and hired automobiles.

**4. RSI, the Soo Line Railroad Company, Soo Line Corporation, Canadian Pacific Railway Company; and Freeman must be named as additional insured.**

**5. Waiver of subrogation** with respect to general liability and Workers Compensation insurance, a waiver of subrogation in favor of RSI, the City of Minneapolis and Freeman is required.

**Please refer to the enclosed sample insurance certificate. Certificates of insurance that do not meet these requirements will be returned and could jeopardize a company's participation in Railway Interchange/2011.**

**Exhibit space will not be confirmed until a properly executed copy an insurance certificate is received by RSI.**

**All companies, including those sharing a booth, must comply with the insurance requirements and supply proof of insurance.**

## SECTION 6: OUTDOOR EXHIBIT SPACE GUIDELINES

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**Height Restrictions:** The Soo Line Railroad Company and Canadian Pacific Railway Company has no height restrictions for extra height cars, however, no signs, towers or structures added after the car or locomotive has been spotted can be over 20 feet in height from top of rail.

**Outside Off-Track:** The minimum size booth in this area is 15'W x 20'L. There are no height restrictions within the exhibit space, except material more than 4 feet high cannot come within 10 feet of the center aisle so as not to block the neighboring exhibitors. Included in the rental of booth space is a 7-inch x 44-inch sign displaying the exhibiting firm's name and booth number.

**On Track Decks:** Exhibiting companies may build their own decks at the CP Humboldt Rail Yard providing that the work is performed by full time company employees. No outside labor can be enlisted or employed to build the decks, it must be full time company employees. Any exhibitor that requires labor for decks above what full time company employees do, must hire Carpenter Labor from Freeman or an approved EAC.

- On-track exhibitors can build decks (or elevated platforms/walkways) in front of or around their exhibits *where it is possible to do so*.
- Structures up to 5 feet wide are included in the cost of on-track space rental.
- Space rental of a deck wider than 5 feet is \$12 per square foot. The \$12 per square foot applies only to the portion that is wider than 5' by its entire length. Please contact RSI if you plan to build a deck.
- Exhibitors who have displays on adjacent tracks will not be charged rental on the deck or portion of a deck that runs between the tracks the exhibit occupies.
- Exhibitors who do not have exhibits on adjacent tracks may build decks, if it is possible to do so, and only at the front of the exhibit.

On-track exhibitors can build decks (This is in addition to what Freeman charges to build any structure. or elevated platforms/walkways) around their exhibits up to 5' wide at no extra space rental cost. The space rental of a deck wider than 5' is \$12 per square foot (same as off-track space rental), and the charge applies only to the additional portion wider than 5'. Exhibitors who have displays on adjacent tracks will not be charged rental on the deck or portion of a deck that runs.

All exhibitors that build their own decks must remove all decking materials from the Rail Yard at the close of the show. Exhibitors will be charged a fee to dispose of any decking materials left behind at the close of the show or who have no means to dispose of the materials on their own. No trash receptacles operated by the CP, REMSA or RSI can be used by exhibitors to dispose of decking materials.

**Tents and Ground Coverings:** Ground coverings and tents are available through the official contractor Freeman. Order forms for the coverings and tents can be found in the exhibit kit. All personnel at track site during move-in an move-out must wear hard hats and safety shoes as required by the Soo Line Railroad Company and Canadian Pacific Railway Company.



## Outdoor Exhibit Restrictions

**Signs:** No sign may be located where it might obstruct or mar the view of neighboring exhibitors or compromise safety. All signs and displays are subject to prior approval by RSI. Price or sale signs may not be displayed.

**Walkways:** All walkways between cars must remain clear of any obstructions. If stairs or platforms are built as part of an exhibit, they must be located at either end of the cars only.

**Storage:** There is no accessible on-site storage during show hours. If any supplies cannot safely or attractively remain in the booth, it is the exhibitor's responsibility to arrange for daily storage. Contact the official decorator for details.

**Alcoholic Beverages:** No alcoholic beverages or any beverage resembling an alcoholic beverage will be allowed on the railroad premises at any time.

**Parking:** There will be no parking available at Humboldt Yard during show hours and there is minimal parking for any exhibitor or contractor during move-in and move-out times. Continuous shuttle bus service will be provided between the hotel and track sites during exhibit hours. Any additional transportation needs are the responsibility of the individual. Shuttle bus services from the Minneapolis Convention Center to Humboldt Yard will begin on Friday, September 16, 2011.

**Utilities:** The Exhibitor agrees to pay for all electric energy (except that amount that comes with exhibit space cost), gas, water, sewage, drainage, compressed air, steam and telephone; and also all wiring connections, installations, power and current, special lighting, pipe fitting, machinery erectors, carpenter work, painting, labor, signs, flowers, furniture and anything else that may be ordered by said Exhibitor: all such work to be ordered on forms furnished for such purposes. No other contractors will be permitted in the convention center. Exhibitors will be billed by the Association's authorized contractors and bills must be paid before the exhibition closes. Any disputes arising between Exhibitors and authorized contractors must be referred to RSI.

**Safety:** All personnel at track site during move-in and move-out must wear hard hats and safety shoes as required by the Soo Line Railroad Company and Canadian Pacific Railway Company.

**Freight:** Arrangements for freight requiring special handling at the rail yard should be made at least 30 days before move-in. Special handling includes labor and/ or machinery needed to move large equipment. The exhibitor must contact the official decorator to schedule these requirements. Failure to plan for these services could cost exhibitors considerable money, time and the inability to display their material as planned.

## SECTION 7: MINNEAPOLIS LABOR GUIDELINES

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### GENERAL INFORMATION

All exhibiting company representatives are allowed to unload, install and dismantle the exhibits of that exhibiting company. Exhibitors must first check in with the Traffic Director. Exhibitors will then be directed to an area.

All commercial vehicles (van lines, common carriers, air freight and display houses) must be handled by The Freeman Companies. Exhibitors are allowed to unload and reload their own company vehicles, but may not use motorized equipment, i.e., forklifts. The Freeman Companies **will not** loan out any equipment to those loading and unloading their own equipment. The transporting of equipment, exhibit materials, two-wheelers, etc., during move-in and move-out through glass doors is prohibited.

Union personnel are available through The Freeman Companies for erection and dismantling of your exhibit. You, the exhibitor, are allowed to install and dismantle your booth provided you use your own bona fide company employees. Outside storefront labor is not allowed. If you choose to hire labor, you must obtain union personnel through The Freeman Companies, the official contractor.

If you choose to use an exhibitor appointed contractor, please refer to the E.A.C. section of your service manual.

### FIRE AND SAFETY

- All table coverings and display materials must be fire resistant. All displays and exhibits are subject to inspection by the Minneapolis Fire Department.
- Storage of empty containers in the Exhibit Hall is absolutely prohibited. Arrangements must be made with The Freeman Companies to store empty crates.

- Written authorization is required by Show Management and the Minneapolis Fire Department for any electrical, mechanical or chemical devices which may be deemed hazardous by the Minneapolis Fire Department.

## SECTION 8: EXHIBITOR SERVICES

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**Exhibitor Kit:** Freeman Companies, the official contractor for RSI, will email each exhibitor instructions to the online exhibitor kit. This kit outlines the various services available to assist the exhibitor with installation and dismantling of their exhibit. Exhibitors will save a considerable amount of time and money if they complete and send in the order forms provided in this kit at least 30 days prior to show move-in.

**Hospitality Rooms:** Only Railway Interchange exhibitors' are allowed to host hospitality rooms at the Minneapolis Convention Center and/ or promote their hospitality headquarters to the RSI attendees on the hotel property. Members are welcome to have hospitality suites for entertaining but not during exhibit hours, particularly during the opening reception in the exhibit hall. All other signs, handouts or advertising are not permitted in the registration area or hallways of the hotel.

**Labor:** The official contractor (Freeman Companies) will have various union labor available to assist exhibitors in the set-up and dismantle of their exhibit area. These unions have jurisdiction over trade shows and every contractor, including non-official contractors, must use union labor.

**Lounge Area:** The RSI will offer a lounge area for the comfort of the exhibitors and attendees, on the exhibit floor.

**Program:** An official convention program and exhibitors' guide will be available on show site.

**RSI Office:** The RSI Program Committee will be available through the RSI office on show site to service the exhibitor. Any questions or disputes should be directed to the RSI office.

**Service Center:** The official contractor will maintain a service desk in the exhibit area to service the exhibitor. All requests for labor, furniture, signs and other related services should be directed to this service center.



*Support, Connection, Advocacy*

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