Section 1: General Rules and Regulations

1. Failure to Make Payment: If the Exhibitor fails to make any payment as provided in the Application and Contract for Exhibit Space and/or these Rules and Regulations, the Exhibitor thereby forfeits all rights in — and to the use of — exhibit space.

2. Cancellation / Refund Policy

- Cancellation and/or release of exhibit space on or before May 1, 2020 will result in a 25% penalty fee of the total price of the space cancelled.
- Cancellation and/or release of exhibit space between May 1, 2020 and July 15, 2020 will result in a 75% penalty fee of the space cancelled.
- After July 15, 2020, the Exhibitor is liable for 100% of the total price of the space contracted.
- The grant of any requests for booth reconfigurations or reassignment will be of the sole discretion of Trade Show Management.

3. Late Arrival and Unoccupied Space: If the Exhibitor fails to occupy and fully set up at least one hour prior to show opening the space contracted, but not cancelled, pursuant to the procedures set out herein, Trade Show Management has the right to use said space for any purpose — including selling the space to another Exhibitor.

Exhibitors who do not occupy their assigned space are responsible to RSI for the entire contract price.

4. Cancellation of Trade Show: 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 Trade Show Management, or if the premises cannot be so used because of strikes, terrorism or acts of God, or national emergency, or in the event the RSI Board of Directors deem it advisable not to hold this Trade Show, the Exhibitor waives any claims against the Railway Supply Institute, Inc. (RSI) and Hyatt Regency Chicago (HRC) for any damages by reason of such determination and agrees that in the event any expenses have been incurred by RSI in the preparation for this Trade Show, same shall be prorated among the Exhibitors and paid by them respectively.

5. Move In / Exhibit Installation: All exhibits must be installed by WED, September 9 at 12pm. Exhibits will not be permitted to be installed after this time unless special permission is obtained from Trade Show Management. As the Official Show Contractor, Freeman will be responsible for handling freight at the trade show.

6. Move Out / Exhibit Dismantle: All exhibits must be removed from the HRC by 3:00pm on FRI, September 11 at 3:30pm. Exhibits will not be permitted to be removed from the building at any time after
installation until after the closing of the trade show on FRI, September 11 at 11:30 am, unless special permission in writing is obtained from Trade Show Management.

If an Exhibitor attempts to remove any part of its exhibit prior to the official close of the show, they will be fined and not be given priority for exhibit space the following trade show.

7. Move In / Move Out Safety Rules: Closed toe shoes must be worn during move in and move out, and no one under 18 is allowed in the exhibit hall during move in and move out. Trade Show Management reserves the right to ask anyone to exit the exhibit hall during move in or move out if they are deemed behaving in a non-safe way or not dressed properly.

8. Access to Exhibit Areas / Badges: To ensure maximum security for the exhibits and equipment, no one will be allowed in the exhibit area without proper badge identification during show hours and move-in /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 hour before show hours and no later than one-half hour after the show closes without permission from Trade Show Management. Exhibitor badges can be obtained at the RSI 2020 registration area near the Regency Ballroom in the West Tower.

9. Alcohol Policy: Dispensation of alcoholic beverages by Exhibitors, their agents or employees within their contracted exhibit space is prohibited. The use or possession of alcoholic beverages by the Exhibitor the exhibit area(s) is strictly prohibited during show hours (unless served by Show Management) move-in and move-out.

10. Access for persons with limited mobility: Exhibitors should be sure to make sure their exhibits allow handicapped persons to exercise of their rights to view your exhibit space as the exhibit hall is a public area. The HRC is outfitted with easy access for persons with disabilities.

11. 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 two feet from the aisle, inside the exhibitor’s booth. Should any booth activity interfere with aisle traffic or surrounding exhibits, Trade Show Management reserves the right to eliminate that activity.

Exhibiting firms may not extend their marketing activities beyond their assigned 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 RSI trade shows.

Exhibitor handout material must be stored neatly within the booth. No storage is allowed behind booths or near electrical service. No catalog, advertising, printed or non-printed materials which are found undignified or otherwise objectionable by Trade Show Management may be distributed.

12. Promotional Materials / Models: All marketing efforts should be conducted in a tasteful manner as determined by Trade Show Management. All promotional material must be distributed from within the confines of the Exhibitor’s own contracted display area.

No materials may be disseminated outside of assigned exhibit space or by non-exhibitors unless a specific sponsorship is purchased from RSI – this includes trade press.

Professional models may be used to distribute information, but they must be tastefully dressed and may only distribute information within the confines of the Exhibitor’s own contracted display area.

13. Moving Pictures, Slide Projectors, Music: The use of moving pictures, projectors or music will be permitted subject to control of Trade Show Management. Any sound emanating from a booth will be allowed only if unobjectionable to neighboring Exhibitors or Trade Show Management. All audio and visual displays shall be subject to ordinance regulations of the show venue. Glaring lights or objectionable lighting effects are also banned. Loud speaker systems will not be permitted without expressed written consent.

14. Lighting: Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:
   ▪ No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.
   ▪ Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
   ▪ Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
   ▪ Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
   ▪ Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

15. 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. Exhibitor will be liable for any damage.

16. Care of Exhibit Space: The Exhibitor will care for and keep in good order its exhibit space. If such space or other space on the trade show premises is damaged by the acts or omissions of the Exhibitor, the Exhibitor must pay such sum as necessary to restore said space to the same condition it was in when first occupied.

17. Minors: No minors (persons under 18 years of age) are allowed in the exhibit areas or loading dock during move in or move-out. During show hours, minors must be accompanied by an adult.

18. Fire & Safety: All exhibitors must comply with all federal, state and municipal codes that apply to places or buildings of public assembly. All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Helium balloons, helium tanks, open flames and explosives are not permitted. Open flames are not allowed. All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage. Smoking is not permitted at the venue.
19. Waiver of Liability: Upon signing the Application and Contract for Exhibit Space, Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and defend the Railway Supply Institute, Inc. (RSI) and the Hyatt Regency Chicago (HRC) 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 Exhibitors installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of HRC and their employees and agents.

20. Insurance: Exhibiting companies are required to provide through insurance certain minimum standards to cover its potential liability and property damage. The due date for the Certificate of Insurance is 8/1/2020.

The Railway Supply Institute, Inc. (RSI), the Hyatt Regency Chicago and Freeman shall be named as insured and RSI shall be listed as the certificate holder.

a) General Liability must provide at least $2,000,000 general aggregate and $1,000,000 each occurrence. The policy shall be on “occurrence” basis, shall include contractual liability coverage.

b) Such insurance shall be in the amounts required by statutory workers’ compensation requirements and employer’s liability limits of $100,000 each accident.

The Exhibitor acknowledges that RSI and HRC 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.

21. 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.

22. Security Services: RSI will provide responsible security 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.

23. Exhibitor Appointed Contactors: Any contractor who has not been chosen by Trade Show Management to provide services for the exposition and its exhibitors is an Exhibitor Appointed Contractor (EAC) or non-official contractor. A non-official contractor cannot be used by any exhibitor without prior approval by Trade Show Management. To obtain this approval, the exhibiting firm must provide in writing the organization’s name, proof of insurance and any other pertinent information to Trade Show Management by August 1, 2020. EACs must follow all RSI 2020 Rules & Regulations.

24. Official Contractors: RSI has chosen appropriate contractors, namely Freeman, to supply all the services necessary to produce the exposition. Every effort has been made to ensure 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 Trade Show Management.

25. 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. 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.

26. Suitcasing Policy: Please note that while all meeting attendees are invited to the showcase, any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company’s booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied. Show Management recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite; a restaurant, club, or any other public place of assembly. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibition floor and at other events. Show Management must be informed of any hospitality suites, and expressed consent must be received prior to the event.

27. General: All matters and questions not covered by these Rules and Regulations and/or other RSI 2020 rules, regulations and schedules developed by RSI Show Management are subject to the decision of RSI Trade Show Management. These Rules and Regulations and/or other RSI 2020 rules, regulations and schedules may be amended at any time by Trade Show Management and all amendments or additions that may be made shall be as equally binding on all parties affected as the original Rules and Regulations. The Exhibitor hereby waives any and all claims against Trade Show Management based on or resulting from such decisions.
Section 2: Exhibit Configurations & Guidelines

1. **Official Service Contractor:** The Official Service Contractor (OSC) for RSI 2020 Freeman.

2. **Booth Dimensions:** Standard booths are 8’ x 10’ or 80 sq. ft. Back walls are 10 feet wide and the depth of the booth is 8 feet. 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 the halls. Check these variables before planning and building your exhibit.

3. **Booth Rental:** Included in the rental of booth space is an 8-foot high back wall, a 3-foot high side wall, a black drape, one 6 foot draped table, two side chairs, a waste basket, and a 7-inch x 44-inch sign displaying the exhibiting firm’s name and booth number. 2 complimentary exhibitor staff badges (does not include access to the education sessions)

   Not included: electricity/electrical outlets, cleaning services, a dedicated internet line. Exhibitors will be informed on how to order these amenities separately. Additional furnishings can be ordered through Freeman.

4. **Pop Up Exhibits:** Exhibitors are encouraged to use pop up exhibits and bring small pieces of equipment and promotional materials. To accommodate more exhibitors there will be a two booth maximum per company (160 square feet).

5. **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.

6. **Standard Inline Booth**
   - **Definition:** One or more standard units in a straight line. In this case there will not be more than two exhibit spaces or 8 x 20’ (160 square feet) per exhibitor.
   - **Height:** Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8 feet. If a portion of an exhibit booth extends above 8 feet high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending booth is finished. Hanging signs will not be permitted.
   - **Depth:** All display fixtures more than 4 feet in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor’s space which is at least 5 feet from the aisle line. Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. Exhibitors with larger space – 20 linear feet – should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitations on display fixtures more than 4 feet high and within 10 feet of a neighboring exhibit is intended to accomplish both of these aims.

   **Note:** All materials & equipment must stay within the boundaries of the Exhibitor’s assigned space and may not extend into any aisle or common area. Any obstructions will be removed and all charges incurred for removal will be the responsibility of the Exhibitor.

8. **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 because it is a fire and safety hazard. 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.
9. **Good Neighbor Policy:** RSI adheres to a good neighbor policy. Exhibitors are asked to consider the sightlines of their exhibit space and Exhibitors around them. By following the RSI 2020 Rules & Regulations, there will be no issues with sightlines and all Exhibitors will have an equal opportunity to present their products to their audience.

**Section 3: Schedule of Events with Move In & Move Out**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Start</th>
<th>Finish</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>9/8</td>
<td>1:00 PM</td>
<td>5:00 PM</td>
<td>Exhibitor Move In</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9/9</td>
<td>8:00 AM</td>
<td>12:00 PM</td>
<td>Exhibitor Move In</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9/9</td>
<td>7:30 AM</td>
<td>9:00 AM</td>
<td>Continental Breakfast (Education Area)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9/9</td>
<td>8:00 AM</td>
<td>8:45 AM</td>
<td>Education Tracks: Session 1</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9/9</td>
<td>9:00 AM</td>
<td>9:45 AM</td>
<td>Education Tracks: Session 2</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9/9</td>
<td>10:00 AM</td>
<td>10:45 AM</td>
<td>Education Tracks: Session 3</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9/9</td>
<td>11:00 AM</td>
<td>11:45 AM</td>
<td>Education Tracks: Session 4</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9/9</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>Keynote Speech / Lunch</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9/9</td>
<td>1:00 PM</td>
<td>6:00 PM</td>
<td>Exhibits</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9/9</td>
<td>4:40 PM</td>
<td>6:00 PM</td>
<td>Reception (Expo Hall)</td>
</tr>
<tr>
<td>Thursday</td>
<td>9/10</td>
<td>7:30 AM</td>
<td>9:00 AM</td>
<td>Continental Breakfast (Education Area)</td>
</tr>
<tr>
<td>Thursday</td>
<td>9/10</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Quality Seminars</td>
</tr>
<tr>
<td>Thursday</td>
<td>9/10</td>
<td>8:00 AM</td>
<td>8:45 AM</td>
<td>Education Tracks: Session 5</td>
</tr>
<tr>
<td>Thursday</td>
<td>9/10</td>
<td>9:00 AM</td>
<td>9:45 AM</td>
<td>Education Tracks: Session 6</td>
</tr>
<tr>
<td>Thursday</td>
<td>9/10</td>
<td>10:00 AM</td>
<td>10:45 AM</td>
<td>Education Tracks: Session 7</td>
</tr>
<tr>
<td>Thursday</td>
<td>9/10</td>
<td>11:00 AM</td>
<td>11:45 AM</td>
<td>Education Tracks: Session 8</td>
</tr>
<tr>
<td>Thursday</td>
<td>9/10</td>
<td>12:00 PM</td>
<td>5:00 PM</td>
<td>Exhibits</td>
</tr>
<tr>
<td>Thursday</td>
<td>9/10</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>Lunch (Expo Hall)</td>
</tr>
<tr>
<td>Thursday</td>
<td>9/10</td>
<td>4:00 PM</td>
<td>5:00 PM</td>
<td>Reception (Expo Hall)</td>
</tr>
<tr>
<td>Friday</td>
<td>9/11</td>
<td>8:00 AM</td>
<td>11:30 AM</td>
<td>Exhibits</td>
</tr>
<tr>
<td>Friday</td>
<td>9/11</td>
<td>8:00 AM</td>
<td>9:00 AM</td>
<td>Breakfast (Expo Hall)</td>
</tr>
<tr>
<td>Friday</td>
<td>9/11</td>
<td>9:00 AM</td>
<td>9:45 AM</td>
<td>Education Tracks: Session 9</td>
</tr>
<tr>
<td>Friday</td>
<td>9/11</td>
<td>10:00 AM</td>
<td>10:45 AM</td>
<td>Education Tracks: Session 10</td>
</tr>
<tr>
<td>Friday</td>
<td>9/11</td>
<td>11:00 AM</td>
<td>11:45 AM</td>
<td>Education Tracks: Session 11</td>
</tr>
<tr>
<td>Friday</td>
<td>9/11</td>
<td>11:30 AM</td>
<td>3:30 PM</td>
<td>Exhibitor Move Out</td>
</tr>
</tbody>
</table>