

## 2024 NRC-REMSA Exhibition

In conjunction with the 45th Annual NRC Conference

### Terms & Conditions

January 3-4, 2024  
Fairmont Scottsdale Princess  
7575 E Princess Dr.  
Scottsdale, AZ 85255 USA



### A. Application Terms & Conditions

By submitting this online application, the company and individual submitting (hereinafter “Exhibitor”) hereby enters into this National Railroad Construction & Maintenance Association (hereinafter “NRC”) Application & Contract for exhibit space at the 2024 NRC-REMSA Exhibition to be held at the Fairmont Scottsdale Princess, Scottsdale, AZ, January 3-4, 2024.

The Exhibitor agrees to be bound by the terms and conditions set forth in this document and any other rules, regulations, and schedules developed by NRC and/or REMSA trade show management.

### B. Indoor Exhibit Space Rental Rates (USD)

Company Status	Booth Size	On or Before 11/1/2023	After 11/1/2023
NRC Member	8’x10’	\$2,100.00	\$2,300.00
REMSA Member	8’x10’	\$2,300.00	\$2,500.00
Non-member	8’x10’	\$3,300.00	\$3,500.00

*Booths that include a corner are considered premium locations and will incur an additional \$250 surcharge.*

### Important Notices Regarding Rental Rates:

NRC and REMSA members contracting for exhibit space must maintain membership throughout the term of the 2024 NRC-REMSA Exhibition. Member exhibitors who do not maintain membership will be charged non-member rental rates.

#### **Each 8 ft. x 10 ft. (80 sq. ft.) Indoor Exhibit Space Includes:**

- 1 complimentary exhibitor badge (per 8’x10’ booth). **You must register for this badge.**
- 8 ft. high back wall drape, 3 ft. high side wall drape
- 1 – 6’ table with floor length linen
- 2 – chairs
- 1 – small trashcan
- 1 – 7” x 44” identification sign

**Exhibit space does not include electricity.** Exhibitors will be informed about how to order electricity and other furnishings/amenities separately.

NRC has contracted with Freeman, a tradeshow services firm to service exhibitors. When NRC receives your company’s Exhibit Booth Reservation Contract, Freeman will send you an exhibitor service kit (when available) which contains important information about shipping your booth materials, material handling, furniture and carpet rental, exhibit systems, graphics and signage, labor, utilities and other amenities.

### C. Exhibit Floor Plan (subject to change)

Show management maintains the right to change and/or modify the NRC-REMSA Exhibition floor plan at any time. Exhibitor will be notified in writing of relocation or reassignment of their exhibit space.

### D. Exhibitor Registration

**Complimentary Badge Registration:** Booth payment includes one complimentary conference attendee registration per company. **You must register for this complimentary badge.**

**Additional Exhibitor Attendees:** All attendees of the NRC-REMSA Exhibit must be registered for the full NRC Conference.

### E. Exhibitor Schedule (subject to change)

Date	Description	Start Time	End Time
Weds, 01/03/24	Exhibitor Set-Up	8:00AM	4:30PM
Weds, 01/03/24	Reception in Exhibit Hall	4:30PM	7:30PM
Thurs, 01/04/24	Breakfast in Exhibit Hall	8:45AM	10:15AM
Thurs, 01/04/24	Lunch in Exhibit Hall	12:15PM	1:45PM
Thurs, 01/04/24	Reception in Exhibit Hall	5:00PM	7:00PM
Fri, 01/05/24	Exhibitor Tear-Down	7:30AM	12:15PM

### F. Trade Show Cancellation

NRC and REMSA will not be liable for failure to hold the event ("2024 NRC-REMSA Exhibition"). If the NRC-REMSA Exhibition is canceled by the Organizers, hotel property, state and/or local government or for any reason including circumstances beyond the reasonable control of NRC-REMSA Show Management (such as Acts of God, Act of War, governmental emergency, pandemic, travel restrictions, labor strike or unavailability of the exhibit facility, Exhibitor will be entitled to a refund on previously paid amount, minus a share of costs and expenses incurred in full satisfaction of all liabilities.

Exhibitor may cancel their exhibit space at any time, however, will be subject to the terms and timeline of the NRC-REMSA Exhibition Cancellation/Refund Policy. Cancellations must be received in writing.

### G. Payment Information

Exhibitor agrees that booth rental fee must be paid in full at the time Contact and Application for Exhibit Space is submitted. Exhibit space assignments will not be considered reserved until the full booth payment amount is received by NRC-REMSA trade show management.

Exhibitor agrees to abide by the following payment schedule: Booth cancellations made on or before 11/15/23 will receive a 75% refund. Cancellations received after 11/15/23 and "No Shows" will be charged the full price of the booth.

If paying by check, make checks payable to REMSA and mail payment to:

**Please note that the payment details have changed:**

REMSA  
80 M Street SE  
Washington, DC 20003, USA

Please be sure to review your application for accuracy and make a copy of the completed application for your records. If you have any questions, contact Heidi Baker, NRC-REMSA Show Manager at [baker@remsa.org](mailto:baker@remsa.org) or (202) 844-6126.

**2024 NRC-REMSA Exhibition  
Booth Configuration Guidelines**

January 3-4, 2024  
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Scottsdale, AZ 85255 USA



**Standard Booth / Linear Booth:** The most common type of booth, linear booths, also known as in-line booths, are arranged in a straight line and have other exhibitors on their immediate right and left, leaving only one side (the front of the booth) exposed to the aisle. Linear booths are commonly 10 ft. x 10 ft. (**8 ft. x 10 ft. in this case**), and more than one booth space may be reserved to make a larger linear booth. A maximum back wall height limitation of 8 ft. is the norm. Regardless of the number of linear booth used, i.e., 10 ft. x 20 ft., 10 ft. x 30 ft., etc., display materials must be arranged in such a way as to not obstruct sight lines of neighboring exhibitors. The maximum height of 8 ft. is allowed only in the rear half of the booth space, with a 4 ft. height restriction on all materials in the remaining space forward to the aisle. When three or more linear booths are used as a single exhibit space, the 4 ft. height limitation is applied only to that portion of the space which is within 10 ft. of an adjoining booth.

**Corner Booth:** A corner booth is any booth at the end of an aisle which has an aisle on two sides. i.e., where two aisles intersect. The maximum height of 8 ft. is allowed only in the rear half of the booth with a 4 ft. height restriction on all materials in the remaining space forward to the aisle. However, when three or more booths are combined and used as a single space, the 4 ft. height limitation is applied only to that portion of exhibit space which is within 10 ft. of an adjoining booth.

