



**RETURN TO:**  
**EBACE USA Office**  
**Attn: Kirby Konz**  
 1200 Eighteenth Street NW, Suite 400  
 Washington, DC 20036-2527, USA  
 Tel: +1 (202) 478-7772; Fax: +1 (202) 862-5552  
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EBACE2010 PRESS CONFERENCE ROOM RESERVATION FORM

**PRESS CONFERENCE ROOM RESERVATION FORM**

EBACE Management provides Press Conference Rooms for a fee of \$500 per Press Conference for Exhibitors. These rooms are set theater style for approximately 50 people and contain a head table on riser, with one table microphone, a podium with microphone and LCD projector with screen. Additional audio/visual equipment is available at a charge to Exhibitor, and information will be available in the *Exhibitor Service Kit*. These rooms are available on a limited basis and allocated on a first-come, first-served basis. To ensure our ability to accommodate as many Exhibitors' Press Conferences as possible, EBACE Management requests that Exhibitors adhere to the 45-minute scheduled times as closely as possible and vacate the room immediately after the 45-minute Press Conference concludes. Press Conferences may be scheduled anytime beginning at 09h00 on Monday, May 3 (EBACE2010 Press Day) through 17h00 on Wednesday, May 5. The Press Conference Schedule will be available online at [www.ebace.aero](http://www.ebace.aero), and a printed schedule will be posted in the EBACE Press Room.

EBACE Management makes every effort to provide Press Conference rooms that are appropriate in size and set in the manner requested. As rooms must be shared throughout the course of the Show, however, individual layout requests may not always be accommodated without a charge to Exhibitor.

Please include payment in full with this completed form to reserve your Press Conference Room, and fax it to Kirby Konz at +1 (202) 862-5552.

COMPANY NAME	EBAA/NBAA MEMBER #		
CONTACT	CONTACT E-MAIL		
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP/POSTAL CODE	COUNTRY
PHONE (include country code and area code)	FAX	CELL PHONE (include country code and area code)	

Please list your three preferences for the time and day of your Press Conference. Press Conferences are scheduled on the hour and are limited to 45 minutes. Access to the room is allowed 15 minutes prior to the start of each Press Conference. EBACE Management will contact you if we cannot provide a room at one of your preferred time slots.

Choice 1: Date of Press Conference \_\_\_\_\_ Exact Start Time of Press Conference \_\_\_\_\_ End Time of Press Conference \_\_\_\_\_  
 Choice 2: Date of Press Conference \_\_\_\_\_ Exact Start Time of Press Conference \_\_\_\_\_ End Time of Press Conference \_\_\_\_\_  
 Choice 3: Date of Press Conference \_\_\_\_\_ Exact Start Time of Press Conference \_\_\_\_\_ End Time of Press Conference \_\_\_\_\_

**Signage & Web Site Listing:**

Please provide your Company name exactly as you wish for it to appear on the EBACE web site and signage.

Once your room has been confirmed, you will receive a notice of the room number, along with order forms for additional audio/visual equipment and signage for your event. Please understand that EBACE Management cannot accommodate room changes during the Show without a charge to Exhibitor.

**Comments:** \_\_\_\_\_

Please include payment in full with this completed form to reserve your Press Conference Room. Press Conference Room payments will be processed upon receipt of Reservation Form. Please note that cancellations are not refundable once payment has been processed.

**PAYMENT CALCULATION:**

EBACE2010 Press Conference Reservation Fee:	Multiply \$500 by _____ (number of Press Conferences reserved)	<b>Total:</b>	
Wire Transfer Processing Fee:	\$30	<b>Total:</b>	
<b>Total Due EBACE:</b>			

**PAYMENT INFORMATION:**

Please note: All payments for EBACE2010 should be made in U.S. dollars. When payments are made by wire transfer, please include a \$30 wire processing fee. All Exhibitors and Co-Exhibitors must be current on all accounts with EBAA and NBAA and paid in full for their Exhibit Space in order for Press Conference to be scheduled.

Company checks and bank wire transfers are the preferred methods of payment for EBACE2010. **Credit card payments are an accepted form of payment; however, payments received in excess of \$20,000 will be subject to a 3% processing fee.**

**Bank Wire Transfer Instructions:** Bank of America, 730 15th Street NW, Washington, DC, 20005, USA, Routing #: 026009593, Account #: 1920681595, Swift Code: BOFAUS3N. Please contact Kirby Konz at [kkonz@nbaa.org](mailto:kkonz@nbaa.org) to secure an invoice number prior to making a bank wire transfer. Also, please indicate on the wire transfer the Company name, invoice number and reference for payment (i.e., Exhibit Space, Static Display Space, Sponsorship, Show Guide Advertising, Registration, etc.).

Card Type:  American Express  MasterCard  Visa  Discover

\_\_\_\_\_  
 CREDIT CARD NUMBER

\_\_\_\_\_  
 EXPIRATION DATE

\_\_\_\_\_  
 SIGNATURE (FOR CREDIT CARD)