Return to: EBACE U.S. Office
Attn: Alesia ZaGara
1200 18th Street NW, Suite 400
Washington, DC 20036-2527, USA
Tel: +1 (202) 783-9258; Fax: +1 (202) 862-5552
E-Mail: azagara@nbaa.org

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 EBACE Management's 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 09:00 on Sunday, May 13 (EBACE Press Day) through 17:00 on Tuesday, May 15. The Press Conference Schedule will be available online at 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 Alesia ZaGara at +1 (202) 862-5552.

COMPANY NAME _____ EBAA/NBAA MEMBER # _____

CONTACT NAME _____ CONTACT E-MAIL _____

BILLING ADDRESS 1 _____

BILLING 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:

EBACE Press Conference Reservation Fee:	Multiply $500 by _____ (number of Press Conferences reserved)	**Total:**	
Wire Transfer Processing Fee:	$30	**Total:**	
		Total Due EBACE:	

PAYMENT INFORMATION:

Please note: All payments for EBACE 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 EBACE. **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 Alesia ZaGara at azagara@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) _____

EBACE2012 PRESS CONFERENCE ROOM RESERVATION FORM