



Return to: EBACE U.S. Office
Attn: Maureen Cameron
 1200 18th Street NW, Suite 400
 Washington, DC 20036-2527, USA
 Tel: +1 (202) 783-9453; Fax: +1 (202) 862-5552
 E-Mail: mcameron@nbaa.org

PUBLICATION BIN RESERVATION REQUEST

As a service to Exhibitors and Publishers of trade publications, EBACE Management will offer an area of Bins where publications may be displayed at Palexpo.

Bins may be reserved at a cost of \$700 per Bin.

EBACE Management will assign an attendant to receive shipments, stock Bins and maintain the publications areas. A full-time attendant will be on duty during Show hours. Publications bins will be assigned based on the alphabetical order of publication titles. Please note that the Publication Bin fee does not include any shipping/handling fees assessed to get the publications to Palexpo. Those will be billed separately by IEL/TWI.

Bins are for publications only. Advertising and promotional materials are not permitted and will be discarded by EBACE Management with no refunds provided.

Shipping instructions and special labels will be sent via e-mail in March 2012.

Please include payment in full and one sample of each publication with the completed reservation form.

COMPANY NAME _____

CONTACT NAME _____

CONTACT E-MAIL _____

ADDRESS _____

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) _____

Reserve ___ Bin(s) in the Publication Bins Area at Palexpo for a cost of \$700 per Bin for the following publication(s):

1. _____
2. _____

Please include a sample of all publications.

PAYMENT CALCULATION:

Publication Bin:	Multiply \$700 by _____ (Number of Bins 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 Companies requesting a Publication Bin must be current on all accounts with EBAA and NBAA (including all Exhibit fees for EBACE) to reserve a Publication Bin.

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 Maureen Cameron at mcameron@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)