

NBAA2009 PRESS CONFERENCE ROOM RESERVATION FORM

NBAA provides Press Conference Rooms for Exhibitors 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 with three table microphones, a podium with microphone and LCD projector with screen. Additional audio/visual equipment is available 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, NBAA requests that Exhibitors adhere to the scheduled times as closely as possible and vacate the room immediately after your 45-minute Press Conference concludes.

NBAA 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 Convention, however, individual layout requests may not always be accommodated.

To reserve a Press Conference room, please complete this form and return it to Kirby Konz at NBAA. Full payment must accompany each request for a Press Conference Room.

PRINT OR TYPE (All correspondence relating to a Press Conference Room Request should be directed to):

COMPANY NAME _____

CONTACT _____ CONTACT TITLE _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____ STATE (if U.S. Address) _____ ZIP/POSTAL CODE _____ COUNTRY _____

PHONE _____ FAX _____ CELL PHONE _____

E-MAIL (required) _____

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. NBAA 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 and Contact Person's name exactly as you wish for it to appear on the NBAA 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 for your event. Please understand that NBAA can not provide for room changes during the Show.

Comments: _____

Please include payment in full with this completed form to reserve your Press Conference room. Please note that cancellations are not refundable once payment has been processed.

PAYMENT INFORMATION:

Company checks and bank wire transfers are the preferred methods of payment for NBAA2009. **Credit card payments are an accepted form of payment. Payments received in excess of \$20,000, however, will be subject to a 3% processing fee.**

Enclosed is a check in the amount of: \$ _____ Check Number: _____

MAKE ALL CHECKS PAYABLE TO: NATIONAL BUSINESS AVIATION ASSOCIATION, INC.

Charge my credit card in the amount of: \$ _____ Cardholder's Name: _____

Card Type: American Express MasterCard Visa Discover

 CREDIT CARD NUMBER EXPIRATION DATE SIGNATURE (FOR CREDIT CARD)

Bank Wire Transfer Instructions: Bank of America, 730 Fifteenth Street NW, Second Floor, Washington, DC 20005, Tel: (202) 442-3972; Fax: (202) 442-3988; Account Name: National Business Aviation Association, Inc.; Routing #: 026009593; Account #: 2404389; Swift Code: BOFAUS3N. Please indicate on the wire transfer the Exhibiting Company name, invoice number and reference for payment (i.e., Exhibit Space, Static Display Space, Sponsorship, Show Guide Advertising, Registration, Press Room, Meeting Room, Publications Bin, Advertising, etc.). Please contact NBAA's Kirby Konz at kkonz@nbaa.org to secure an invoice number prior to making a bank wire transfer.