



**ABACE**  
SHANGHAI, CHINA  
MARCH 27, 28, 29, 2012

**FAX OR MAIL COMPLETED FORM WITH PAYMENT IN FULL TO:**  
National Business Aviation Association, Inc.  
Attn: Sandy Wirtz  
1200 18th Street NW, Suite 400  
Washington, DC 20036-2527, U.S.A.  
Tel: (202) 783-9366; Fax: (202) 862-5552  
E-mail: swirtz@nbaa.org

ABACE2012 PRESS CONFERENCE ROOM RESERVATION FORM

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ABACE Management provides Press Conference Rooms for Exhibitors for a fee of \$500 per Press Conference for Exhibitors. These rooms are available on a limited basis, are allocated on a first-come, first-served basis, and 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, ABACE Management requests that Exhibitors adhere to the scheduled times as closely as possible and vacate the room immediately after your 45-minute Press Conference concludes.

ABACE 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 ABACE, however, individual layout requests may not always be accommodated.

To reserve a Press Conference room, please complete this form and return it to Sandy Wirtz 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 E-MAIL \_\_\_\_\_

ADDRESS 1 \_\_\_\_\_

ADDRESS 2 \_\_\_\_\_

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

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ CELL PHONE \_\_\_\_\_

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.

Please reserve \_\_\_\_\_ Press Conference Rooms at the ABACE Convention at a cost of \$500 each

**PRESS CONFERENCE TOTAL:** \$ \_\_\_\_\_

- 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 ABACE web site and signage.

Once your room has been confirmed, you will receive a notice of the room number. Forms for ordering additional audio/visual, signage or catering for your event are available in the online Exhibitor Service Center. Please understand that ABACE Management cannot 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:**

Please note: All payments for ABACE2012 should be made in U.S. dollars. When payments are made by wire transfer, please include a \$30 wire processing fee. All Exhibitors must be current on all accounts with NBAA and paid in full for their Exhibit Space at ABACE2012 in order for Press Conference to be scheduled.

Company checks and bank wire transfers are the preferred methods of payment for ABACE2012. **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 Name: National Business Aviation Association, Inc., Account #: 2404389, Swift Code: BOFAUS3N. Please contact Sandy Wirtz at swirtz@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)