

REGISTRATION FORM

BOOTH INFORMATION:

Booth spaces will be 10 ft. wide. One 6 ft. table will be provided at no cost to each booth space with tablecloths and skirting, unless you indicate your usage of a free-standing booth. To plan the best possible floor plan, please give us the following information about your booth space.

Booth Worker Names: _____
(4 maximum)

Table Top Booth Free Standing Booth

Size of Booth (if Free Standing): width _____ depth _____ height _____

No. of electrical outlets needed (\$50): _____

No. of tripods needed (\$ 50): _____

No. of telephone jacks needed (\$75): _____

No. of extra tables (\$10): _____

No. of high-speed internet connections needed (\$150): _____

No. of laptop computers needed (\$300): _____

19' flat panel (\$100): _____

SHIPPING INSTRUCTIONS:

All exhibition and sponsorship materials (including booth & accessories, promos, printed materials, signs, Giveaway gifts, demos, etc...) must be shipped to arrive by Thursday, March 1st and no later than Saturday, March 3rd. The hotel should be notified of shipments one week in advance. Shipments should be addressed as follows:

OMNI Los Angeles Hotel
251 South Olive Street
Los Angeles, CA 90012
213-617-3300

NAIBD Tech Symposium 3/5/07
of boxes ____ Booth # ____

BREAKDOWN & SET-UP:

Exhibition Hall opens at 8 AM. Set-up begins, Sunday, March 4th at 6PM and must be completed by Monday, March 5th at 7AM as there will be no set-up time after that time. **Exhibit hall will close at 6PM.** Thus all exhibits must remain intact until 6PM and be taken down and removed by 10PM. Anything left in the exhibit hall will be discarded by the hotel and will not be the responsibility of NAIBD. Return shipping labels may be brought individually, or FedEx labels may be obtained onsite. Please make sure you pack, seal and adhere all labels on your materials that need to be shipped and leave it at your booth. Hotel Banquets will pick up and drop off.