

ORDER DEADLINE

August 10, 2007

Exhibitor Company Name Change

Currently, the name on your exhibitor contract is the company name listed globally (Exhibitor Database, Exhibit Guide and Web listing, name badges, future exhibit-related correspondence). This form is for companies who need to change their Company Name either globally or on their exhibitor badges. For badges, **changing the company name for one badge will change them for all badges**. There are NO splits in your allotment. If you have questions regarding this form, please contact NAB Exhibit Services at 877.622.3947 or 202.595.2051.

This form MUST be complete and signed by the contact that signed the Exhibitor Space Contract.

Change Information

MAIL THIS COMPLETED FORM TO: NAB Exhibit Sales; 1771 N Street, NW; Washington, DC 20036
OR FAX TO: NAB Exhibit Sales 202.429.4180

- Change Name Globally** (Exhibitor Database, Exhibit Guide and web listing, name badges, future exhibit-related correspondence)

| |
|--|
| CURRENT NAME ON EXHIBITOR CONTRACT: |
| NEW NAME: |

- Change Name on Badges Only** (This will change ALL of your exhibitor badges)

| |
|------------------------------------|
| NEW COMPANY NAME ON BADGES: |
|------------------------------------|

I am the contact who signed the Exhibitor Space Contract and do approve the change requested above.

| | |
|-----------------------|---------------------|
| SIGNATURE | DATE |
| PRINT NAME | PHONE |
| COMPANY NAME | BOOTH NUMBER |
| E-MAIL ADDRESS | |

NAB USE ONLY

_____ Date Received

_____ ExpoCad _____ Goldmine _____ Access

| | |
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Contact Information Change

The exhibit logistics contact listed on your booth contract will be the person to receive all NAB logistics and operations information along with any relevant vendor communications, i.e. Freeman updates. This form is for companies who need to change their logistics contact or update the existing contact information. You may view the current contact information and submit any changes online at www.nabradioshow.com/login. Please allow 7-10 business days to process the information and supply updated information to all applicable vendors. If you have questions regarding this form, please contact NAB Exhibitor Services at 877-622-3947 or 202-595-2051.

This form MUST be complete and signed by the contact that signed the Exhibitor Space Contract.

Change Information

MAIL THIS COMPLETED FORM TO: NAB Exhibit Sales; 1771 N Street, NW; Washington, DC 20036
OR FAX TO: NAB Exhibit Sales (202) 429-4180 or email exhibit@nab.org

NAB reserves the right to contact the person listed on the exhibitor contract to verify this request.

| | |
|----------------------------|---------------------|
| COMPANY NAME | BOOTH NUMBER |
| CONTACT NAME | PHONE |
| E-MAIL ADDRESS | FAX |
| ADDRESS | |
| CITY, STATE COUNTRY | ZIP |

I am the contact who signed the Exhibitor Space Contract and do approve the change requested above.

| | |
|-----------------------|--------------|
| SIGNATURE | DATE |
| PRINT NAME | PHONE |
| E-MAIL ADDRESS | |

NAB USE ONLY

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EAC Work Authorization

All Exhibitors using an Exhibitor Appointed Contractor (EAC), a contractor not listed in the **Pre-Show Information** section of this manual, must return this form. EAC's include labor building your booth, supervisors and designers.

It is the exhibitor's responsibility to make sure the EAC sends their insurance certificate to NAB, Freeman and the Charlotte Convention Center. **No EAC will be permitted on the show floor if Show Management and Freeman have not received valid insurance certificates.** This form may be copied if you have multiple EAC's.

Exhibitor Appointed Contractor Information

MAIL TO: NAB Exhibits; 1771 N Street, NW; Washington, DC 20036 **AND** Freeman; 841 Joseph E. Lowry Blvd NW; Atlanta, GA 30318 **OR FAX TO:** NAB Exhibit Services, 202.429.3922 **AND** Freeman, 404.898.0415

| | | | |
|--|--------------|----------------------------------|----------------|
| SERVICE TO BE PROVIDED (Exhibit House, Floral, etc.): | | | |
| EXHIBITOR APPOINTED CONTRACTOR | | E-MAIL ADDRESS (REQUIRED) | |
| CONTACT | PHONE | FAX | |
| ADDRESS | | | |
| CITY | STATE | ZIP | COUNTRY |

Is the above company authorized to order services on your behalf? YES NO

Exhibiting Company:

The following must be completed:

I hereby authorize the company noted above to perform services on our behalf. Further, they have been directed to the Exhibitor Service Manual information on the NAB Radio Show website and I am authorized to bind them to the agreement that they will comply with all of NAB's Exhibit Contract Terms Rules and Regulations. I understand the Exhibitor Service Manual will not be mailed to them.

| | | |
|----------------------------|------------------|-------------|
| | | |
| Name (Please Print) | Signature | Date |

| | |
|-----------------------|---------------------|
| | |
| E-mail Address | Phone Number |

| |
|---------------------|
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| _____ DATE RECEIVED |
| _____ APPROVED |

ORDER DEADLINE **August 31, 2007**

Booth Variance/Review Request Form

ATTACH THIS SHEET TO YOUR SCHEMATIC OR DRAWING

Please complete the following information and submit with your schematic or drawing by August 31, 2007, allow 5-7 business days for a response.

- **Please mark on your schematic/drawing the exact height to the top of your booth structure, towers, graphics, signs, panels and truss. Clearly indicate the height of all levels on double deck booths. In addition clearly mark the direction doors open.**
- **All communication regarding booth designs must be in English.** Verbal approvals will not be granted.
- Should the diagram submitted with this form differ significantly from the actual structure on-site, the structure will need to be altered, or the exhibitor moved if space is available at the exhibitor's expense.
- Booth approvals are valid for The NAB Radio Show 2007 only. For additional information, please call NAB Exhibitor Services at 877-622-3947 or 202-595-2051.

PLEASE NOTE: This approval only relates to Show Management guidelines and regulations. Your designs should still be submitted to the Fire Marshall and a structural engineer for their approval. This form is only required if you are requesting a variance for your booth design.

Company Information

MAIL THIS COMPLETED FORM TO: NAB Exhibitor Services; 1771 N Street, NW; Washington, DC 20036
OR FAX TO: Exhibit Services (202) 775-2146 **OR E-MAIL:** exhibitcomm@nab.org

I am requesting a: Booth Review Booth Variance (mark appropriate category below)

Booth Variance Category: Exhibit height – Maximum Height Requested: _____ Canopy

| | | | |
|-----------------------|--------------|-------------------------|----------------|
| COMPANY NAME | | BOOTH # | |
| CONTACT | | BOOTH DIMENSIONS | |
| E-MAIL ADDRESS | PHONE | FAX | |
| ADDRESS | | | |
| CITY | STATE | ZIP | COUNTRY |
| SIGNATURE | | | |

| |
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| _____ DATE RECEIVED |
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ORDER DEADLINE

August 31, 2007

Special Events

All exhibitors hosting an event on the exhibit floor after scheduled show hours must complete this form and submit it to NAB by **August 31, 2007**. Requests for Special Events received on-site **will NOT be approved**.

- Special Event Passes are required for admittance onto the show floor for events before and after official show hours. **These passes can only be obtained onsite. Upon receipt of these passes, it is the exhibitor's responsibility to distribute these passes to all invited attendees.**
- After Hour Special Events can only be held September 26, 2007 from 8:00 pm – 9:00 pm and September 27, 2007 from 3:30 pm – 4:30 pm.
- Before Hours Special Events can only be held September 27, 2007 from 9:00 am – 10:00 am and Friday, September 28, 2007 from 7:00 am – 8:00 am.
- Security, hired by the exhibitor, must be present at each event. Security is required to escort event attendees to and from your booth and the hall entrance and ensure attendees remain in your both.
- The number of security guards required is based on the following sliding scale:
 - 400 sq' and smaller – 1 guard
 - 401 – 900 sq' – 2 guards
 - 901- 1,200 sq' – 3 guards
 - 1,201 – 2,000 sq' – 4 guards
- NAB **must** receive a confirmation of hired security before Special Event Passes will be issued.
- Guest Lists are required for ALL events and must be submitted by Friday, September 21, 2007.
- All planning and costs associated with the Special Event are the responsibility of the Exhibitor, including notifying their customers about the event and distributing the Special Event Passes to them.
- PLEASE REMEMBER to order **24-hour power** in advance for special after-hour demonstrations.
- Please call 877.622.3947 or 202.595.2051 with any questions.

Ordering Information

FAX TO: NAB Exhibitor Services 202.429.3922

| | | |
|---------------------------------|--------------|----------------------------|
| EVENT DATE AND TIME | | NUMBER OF ATTENDEES |
| TYPE AND NATURE OF EVENT | | |
| COMPANY NAME | | BOOTH NUMBER |
| CONTACT | PHONE | FAX |
| E-MAIL ADDRESS | | |

NAB USE ONLY

_____ DATE RECEIVED

_____ APPROVED