

# Space Rental Charges and Payment Terms

## 1. Exhibit Space Fees

- **Member Category: \$28/30<sup>+</sup> per square foot<sup>~</sup>**  
HPBA members paying dues under the Manufacturer, Distributor, or Associate membership categories and in good standing at the time of the Expo
- **Non-Member Category: \$35/\$37<sup>+</sup> per square foot<sup>^</sup>**  
Exhibitors that are not members of HPBA in good standing at the time of Expo; HPBA Manufacturers' Representative, Retail or Service Category members
- **First-Time Exhibitor Discounted Category: \$28/30<sup>+</sup> per square foot**  
Exhibitors that have never been a member of HPBA and have never exhibited in an HPBExpo

<sup>+</sup>Secondary, higher price applies to indoor corner booths and all outdoor space over and above indoor space contracted.

<sup>~</sup>Member exhibitors with 2,000 sq. ft. or more will receive a \$0.40 discount per sq. ft.

<sup>^</sup>Non-member manufacturers that do not produce or exhibit hearth products, grills, or fuels are eligible for the member category rate.

2. Your contracted company name for HPBExpo 2018 must be the same as your HPBA member company name (i) to receive credit for membership and not be charged the non-member exhibit rate and (ii) to receive priority points for membership.
3. If you reserve space for HPBExpo 2018 during the Priority Booth Assignment ("PBA") at HPBExpo 2017, you must:
  - a. Bring a nonrefundable deposit of 20% of your exhibit fee with you to the PBA;
  - b. Pay an additional 30% of your exhibit fee by June 30, 2017.
  - c. Pay the remaining 50% of your exhibit fee by November 1, 2017.
4. If you wish to reserve space at HPBExpo 2018, but do not attend the PBA and submit an application that is received at HPBA no later than February 24, 2017, you must:
  - a. Send in a nonrefundable deposit of 20% of your exhibit fee with your application;
  - b. Pay an additional 30% of your exhibit fee by June 30, 2017.
  - c. Pay the remaining 50% of your exhibit fee by November 1, 2017.
5. If you wish to reserve space at HPBExpo 2018, but do not attend the PBA and submit an application that is received by HPBA after February 24, 2017, but before November 1, 2017, you must:
  - a. Send in a deposit of 50% of your exhibit fee, of which 20% is nonrefundable, with your application; and
  - b. Pay the remaining 50% of your exhibit fee by November 1, 2017.
6. If you wish to reserve space at HPBExpo 2018, but do not attend the PBA and submit an application that is received by HPBA on or after November 1, 2017, you must send in the full exhibit fee with your application. In addition, payments received after February 23, 2018 must be made using a certified check. 20% of the total exhibit fee is non-refundable until September 1, 2017; 50% of the total exhibit fee is non-refundable September 2 – November 30, 2017; and 100% of the total exhibit fee is non-refundable after November 30, 2017.
7. Checks must be made payable to: "HPBExpo 2018" and must be mailed to: HPBExpo 2018 Exhibits, Department 4014, Washington, DC 20042-4014. **(Please do not use Express Service.)**
8. HPBA's receipt of a deposit does not create a binding agreement with any application for exhibit space. HPBA retains the right, in its sole discretion, to decline to accept an application by returning any submitted deposit.
9. **DOWNSIZE AND CANCELLATION POLICY:** Exhibit booth space contracted for in a booth space Application & Contract accepted by HPBA may be downsized or cancelled if written notice of downsizing or cancellation is received by HPBA on or before November 30, 2017. The amount of any refund due to the exhibitor will depend upon when HPBA receives such written notice. Notice of downsizing or cancellation must be sent by U.S. mail or overnight courier to HPBExpo 2018, Show Management, 1901 North Moore Street, Suite 600, Arlington, VA 22209.
  - Exhibitors whose downsizing or cancellation notices are received by HPBA on or before September 1, 2017 shall be liable for 20% of the price of the cancelled portion of the booth space, plus 100% of the price of the retained booth space.
  - Exhibitors whose downsizing or cancellation notices are received by HPBA after September 1, 2017 but on or before November 30, 2017 shall be liable for 50% of the price of the cancelled portion of the booth space, plus 100% of the price of the retained booth space.
  - Exhibitors whose downsizing or cancellation notices are received by HPBA after November 30, 2017 shall be liable for 100% of the price of the cancelled portion of the booth space, plus 100% of the price of the retained booth space.Any refunds due shall be processed and paid upon the conclusion of the HPBExpo 2018 Exhibitors shall be liable for all cancellation fees and booth fees, irrespective of whether booth fee deposits have been paid in a timely manner.