



**EXHIBITION: MARCH 8-10**  
**EDUCATION: MARCH 7-9**  
**MUSIC CITY CENTER**  
**NASHVILLE, TN**  
**HPBExpo.com**

# Variance, Hanging Sign, F&B Approval Request Form

Complete this form to request approval for any exceptions to the HPBExpo 2018 Trade Show Rules & Regulations, or to receive approval for hanging signs or food and beverage. This form and \$50 processing fee is due by **February 9, 2018**.

Exhibiting Company: \_\_\_\_\_

Exhibit Booth Number(s): \_\_\_\_\_

Contact Person for Approval: \_\_\_\_\_ Email: \_\_\_\_\_

**Approval Request for:**

- Hanging Sign *(will only be considered for island booths)*
- Food & Beverage in Booth\*  
*(Alcohol service only permitted 12:00pm-5:00pm on 3/8/18 & 3/9/18 and 12:00pm-3:00pm on 3/10/18; hours extended to 7:30pm on 3/8/18 in outdoor burn area only)*
- Other *(please specify)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Provide a brief description of F&B request: \_\_\_\_\_

Additional details about your request: \_\_\_\_\_

Payment Method (check one):

<input type="checkbox"/> Check enclosed for \$50.00 <input type="checkbox"/> Please charge to my credit card <b>\$50.00</b> <i>(please fill out below)</i> <input type="checkbox"/> Other
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**CREDIT CARD AUTHORIZATION**    \_\_\_ VISA            \_\_\_ MASTERCARD            \_\_\_ AMERICAN EXPRESS

Name as shown on credit card: \_\_\_\_\_

Company Name: \_\_\_\_\_

Complete Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_ (3 digits for VISA/MC, 4 digits for AMEX)

Signature: \_\_\_\_\_

**Send to:**  
 Hearth, Patio & Barbecue EXPO 2018  
 Attention: Exhibits  
 1901 North Moore Street | Suite 600 | Arlington, VA 22209

**Email: [amyjackson@hpba.org](mailto:amyjackson@hpba.org) OR Fax to Secure Line: (703) 522-0177**

The deadline for variances is **February 9, 2018**. HPBA show management will respond to your request by email. If you have any questions regarding your approval request, please email [amyjackson@hpba.org](mailto:amyjackson@hpba.org) or call (703) 522-0086, ext. 125.