



EXHIBITION: MARCH 8-10, 2018
EDUCATION: MARCH 7-9, 2018
MUSIC CITY CENTER • NASHVILLE, TN
HPBEXPO.COM

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January, 2018 (I)

REGISTRATION & BADGES

[Badge Registration](#)

Use your HPBA ID# to register for exhibitor badges.

[Housing Reservations](#)

If you have not booked hotel rooms, please do so as soon as possible. Click on the link above for the official HPBExpo housing block with onPeak.

Do You Have a Hanging Sign?

Exhibitors must receive approval for hanging signs. If your booth plans include a hanging sign, you will need to submit the [Variance/Hanging Sign Approval Request Form](#)* no later than **February 9**.

You will also need to arrange the hanging of the sign with the Music City Center by completing the [MCC Rigging Form](#) (submit directly to MCC).

*A Variance Request Form will also need to be submitted for approval to serve food and/or

Dear Exhibitor,

Happy New Year! I hope you enjoyed the holidays. We're so excited about the upcoming show - as of this week, we are running 95% ahead in pre-registered buying entities compared to this time last year!

-Amy

Update your Exhibitor Profile ASAP

URGENT - DEADLINE NEXT WEEK

Don't risk having errors in your printed Exhibitor Listing!

Your online exhibitor profile information will be used for the printed Show Guide, distributed onsite in Nashville to attendees. Data for the printed *Show Guide* will be downloaded at 5:00pm Eastern time on **January 12, 2018**. Please [log in and update](#) your listing as soon as possible and contact me to resolve any issues or ask questions.

Complete instructions, along with the link to log in, are available at <http://hpbexpo.com/exhibit/update-exhibitor-profile/>.

Click the blue "UPDATE EXHIBITOR PROFILE NOW" button and log in with your A2Z password. This password has been emailed, and printed in previous Exhibitor Bulletin Newsletters. If you do not have access to your password, you can either email amyjackson@hpba.org to request it, or simply go to the "Forgot your password?" section and enter the email address you used on your exhibit space application/contract.

The following information from the BOOTH INFO section will be included in the printed *Show Guide*:

beverages in you booth.

New Product Pavilion Entries:

Space is still available at this time for the New Product Pavilion. Entries submitted by January 10 will be listed in the special New Product Pavilion section of the printed Show Guide!

Entries are available for 2ft. x 3ft. table-tops for \$325; 2 ft. x 6 ft. table-tops for \$400; or freestanding spaces (size large enough to accommodate product) for \$400.

Space is available on a first-come, first-served basis. [Submit your entry today!](#)

Email [Amy Jackson](#) with any questions about the Pavilion.

Insurance Required:

Each exhibitor at HPBExpo 2018 is required to maintain insurance in the following amounts:

Employer's Liability:
\$100,000

Bodily Injury:
\$1,000,000

Property Damage:
\$100,000

Worker's Compensation, including Employer's Liability:
\$100,000

- COMPANY NAME
- BOOTH NUMBER
- CONTACT NAME
- EMAIL
- WEBSITE URL
- ADDRESS
- PHONE
- FAX
- PRINT PROFILE (about your company - max 700 char.)
- BRANDS
- PRODUCT CATEGORIES

Exhibitors are responsible for updating their listing.

Please be sure to log in and review what is currently selected for each of these sections, since **information from previous show may erroneously be listed at this time.**

Shipping, Delivery, & Booth Set-up

Full details can be found in the online [Exhibitor Service Manual](#). For your convenience, the information on transporting your materials is outlined below.

Shipping:

You may use your own carrier, or [Freeman Transportation](#).

If you are shipping international, view [International Shipping Info](#).

Where to Ship:

You may ship in advance to the [Freeman Warehouse](#) or directly to the [Show Site](#) according to the [Move-In Schedule](#) (or request a schedule change, if needed).

Material Handling:

If you ship to the warehouse, or deliver directly to the show site, you will incur a Material Handling fee from our official contractor, Freeman. Review the [Material Handling Brochure](#) and [Material Handling Order Form](#) for pricing.

With warehouse delivery, Freeman will accept your shipment at the warehouse, deliver it to the show site prior to the first set up date/time, store your empty containers during the show, deliver your empty

On or before February 1, 2018, exhibitors shall provide show management with the certificate of insurance evidencing the foregoing coverage. Certificates can be sent electronically to Exhibits Manager, Amy Jackson - amyjackson@hpba.org

Nashville!

Find out everything there is to do in this great town from entertainment, to the best places to eat, to getting around town. Bookmark to watch the HPBExpo countdown!

back to the dock for your carrier to pick up. Deliver to the warehouse as early as February 5, but no later than February 26.

With show site delivery, your carrier will check in at the [Marshalling Yard](#), then be directed to the convention center loading dock, where Freeman will unload your shipment, transport it to your booth space, store your empty containers during the show, deliver your empty containers after the show, and transport your shipment back to the dock for your carrier to pick up. Standard move-in will take place March 5-7. Inquire with show management to request early move-in March 3-4.

Some exceptions to the material handling fee can be made if exhibitors:

- a.) do not use the loading dock and hand-carry materials to their booth without the use of dollies or other wheeled devices. There is no fee to hand-carry materials.
- b.) are delivering shipment in a personal vehicle such as a car, van, or pick-up truck. [A fee will be incurred for use of the personal vehicle dock](#). Please note that [some vehicles will not fall under the category of personal vehicle](#) and will have to be unloaded at the standard material handling rates.

Booth Set-Up:

If you have delivered to the warehouse, your shipment will be in your booth ready for unpacking and set up by 8am on Monday, March 5. You may begin set up on Monday, Tuesday, or Wednesday.

If you deliver directly to the show site, please follow the [move-in schedule](#) or request a schedule with Freeman.

All exhibitors are expected to complete set-up by 5:00pm on Wednesday, March 7.

Exhibitors will be granted access to the show floor at 7:30am on Thursday, March 8. The exhibit hall will open to attendees on March 8 at 9:30am.

HPBExpo | amyjackson@hpba.org | <http://www.hpexpo.com>

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