



Nashville
IN 2018

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

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SHOW HOURS & EVENTS

THURSDAY, MARCH 8

****NEW****

Keynote Address:

8:00am - 9:15am, Grand Ballroom at MCC

HPBA Annual Membership Meeting / Expo Opening Ceremony:

9:15am - 9:30am, Exhibit Hall Concourse Area

Show Floor Hours:

Indoor: **9:30am*** - 5:00pm
Outdoor: **9:30am*** - 7:30pm
**please note updated opening time for Thursday*

HPBExpo Tailgate & Big Green Egg Cook-Off

5:00pm - 7:30pm, Outdoor Burn Area

FRIDAY, MARCH 9

Show Floor Hours:

Indoor: 9:00am - 5:00pm
Outdoor: 9:00am - 5:00pm

Hearth & Home magazine's 18th Annual Vesta Awards:

4:45pm - 6:45pm, Grand Ballroom at MCC

SATURDAY, MARCH 10

****NEW****

Barbecue Your Breakfast:

9:00am - 11:00am, Outdoor Burn Area

Show Floor Hours:

Indoor: 9:00am - **3:00pm***
Outdoor: 9:00am - **3:00pm***
**tear down begins after 3:00pm closing*

FORMS DUE to HPBA

[Variance/Hanging Sign Approval Request Form](#)* no later than **February 9**. Request Forms required for approval of hanging signs or serving food and beverages

January, 2018 (II)

Dear Exhibitor,

I have outlined some important dates and information below for both delivery of your shipment and placing service orders. Check out the column to the left to see what is happening each day of the show. Please note, the show will begin at 9:30am on opening day, Thursday, March 8, to accommodate our new Keynote Address. See you soon!

-Amy

SHIPPING TO HPBExpo 2018

Exhibitors may ship in advance to the warehouse OR directly to the convention center show site. Exhibitors may choose their own carrier or use Freeman Exhibit Transportation services.

Freeman will begin accepting Advanced Warehouse Shipments on MONDAY, FEBRUARY 5.

Please use the following labels for your shipment:

[Shipping Label - Advanced Warehouse](#)
[Shipping Label - Show Site](#)

If you ship to the Advanced Warehouse - do not deliver AFTER Feb. 26, 2018. Advanced Warehouse shipments will be delivered to booths by 8:00am on Monday, March 5.

If you ship to the Show Site, please review the [Targeted Move-in Information](#) to determine your scheduled date and time. Contact [Freeman](#) for requests to change your scheduled date/time. Carriers will need to check in at the [Marshalling Yard](#) first.

DELIVERING SHIPMENT TO BOOTH

Once your shipment arrives, either to the Advanced Warehouse, or directly to the convention center Show Site, it will need to be transported to your booth by Freeman, the official general contractor for HPBExpo.

Material Handling Fee:

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.

FREEMAN DEADLINE APPROACHING - FEB. 12

The deadline for Freeman's special online discounted pricing is **February 12!** Now is the time to place your orders if you haven't already.

[EAC Form](#) no later than **February 7**. Form required for approval of Exhibitor Appointed Contractor. EAC companies must be on list to gain access to the show floor during set-up.

[Photography Refusal Sign Request](#) as soon as possible. We can provide a complimentary "No Photography" sign to exhibitors to remind people that picture taking is not allowed.

NEW PRODUCT PAVILION:

We still have a few spaces available in the New Product Pavilion if you would like to showcase your latest and greatest!

[Submit your entry today!](#)

Additional products will be added to the [Entry List online](#).

All forms are available in the online [Exhibitor Service Manual](#), but some of the most requested are included here for your convenience:

[Rental Exhibits Brochure](#)
[Rental Exhibits Order Form](#)
[Totalflex Brochure](#)
[Totalflex Order Form](#)

[Furnishings & Accessories Brochure](#)
[Furnishings & Accessories Order Form](#)
[Accessories Order Form](#)
[Carpet Brochure](#)
[Carpet Order Form](#)
[Cleaning Order Form](#)

Quick links to services from other approved vendors:

[MCC Booth Catering](#)
[MCC Electrical](#)
[MCC Sign Hanging](#)
[MCC Telephone/Internet](#)
[CompuSystems Lead Retrieval](#)
[Plant & Floral Rental](#)
[Booth Security](#)

HPBExpo RULES & REGULATIONS

Know Before You Go. Don't be scrambling onsite to correct violations. Review our [Trade Show Rules & Regulations](#) for all exhibitors, as well as the [Indoor](#) and [Outdoor](#) Requirements for Burning if you are planning to demonstrate a burning appliance.

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