



Exhibition: March 14-16, 2019  
 Education: March 13-15, 2019  
 Kay Bailey Hutchison Convention Center  
 Dallas, Texas

# Application & Contract for INDOOR EXHIBIT SPACE

Please complete this application and return to HPBA show management. A copy will be returned to you upon acceptance and processing. Read page 2 of this contract for application and payment process as well as the accompanying Rules and Regulations. There is no binding contract until a fully completed and properly executed Application and Contract is accepted in writing by HPBA. The Rules and Regulations that are found with this Application and Contract are a part of the Application and Contract for Indoor Exhibit Space. Mail this document to HPBExpo 2019, Department 4014, Washington, DC 20042-4014 or fax to 703-522-0548.

Booth Company Name *(as it will appear online and in printed Show Guide)* \_\_\_\_\_ Type of Company (Manufacturer, Distributor, Associate, etc.): \_\_\_\_\_

Exhibit Contact Name *(this one person will receive all exhibitor correspondence)* \_\_\_\_\_ What products does your company offer? (Check all that apply)  
 Hearth  Grills  Fuel  Barbecue Accessories  
 Patio & Outdoor  Other \_\_\_\_\_

Street Address or PO Box \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ URL \_\_\_\_\_

Has your company ever been an HPBA Member?  Yes  No  
 Will your company be a 2019 HPBA Member?  Yes  No  
 Has your company ever exhibited at HPBExpo?  Yes  No

**BOOTH SIZE REQUESTED**  
 Total Sq. Ft. (increments of 100) \_\_\_\_\_  
 Booth Dimensions (increments of 10) \_\_\_\_\_ x \_\_\_\_\_

Would you like to conduct indoor burning?  Yes  No What and how many products would you like to burn? \_\_\_\_\_  
*Indoor Burning available to select booth sizes. Please read Rules and Regulations #10.1 on Indoor Burning to be sure that your product satisfies the requirements for indoor burning.*

**INDOOR BOOTH CHOICES:**

Indoor Booth Numbers Requested	Total Sq. Ft. Requested	Indoor Booth Numbers Requested	Total Sq. Ft. Requested
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

If none of your requested booth choices are available, HPBA will choose a location based on the following:

List any companies you wish to be near \_\_\_\_\_  
 List any companies you do not wish to be near \_\_\_\_\_

I hereby acknowledge that I have received and reviewed and will comply with the HPBExpo 2019 (i) Space Rental Charges and Payment Terms (page 2 of this form) and (ii) Rules and Regulations (separate document). It is agreed that these (i) Space Rental Charges and Payment Terms and (ii) Rules and Regulations are incorporated into and made a part of this Application and Contract for Indoor Exhibit Space. I represent that I am authorized to execute this Application and Contract on behalf of the company identified as the exhibitor, and I acknowledge that I am responsible for my company's compliance with the terms hereof.

Accepted for Exhibitor By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
 (This document must be signed to be accepted by HPBA)

<b>FOR HPBA STAFF USE ONLY:</b>	Priority # _____	ID# _____	Indoor Booth # _____
See page 2 for pricing qualifications. <input type="checkbox"/> Member \$28/\$30 <input type="checkbox"/> Non-Member \$35/\$37 <input type="checkbox"/> First-Time Ex \$28/\$30		Deposit \$ _____	
_____ Sq. Ft. @ _____ \$ _____		<input type="checkbox"/> Credit Card <input type="checkbox"/> Check# _____	
_____ Sq. Ft. @ _____ \$ _____		Date _____	
Other _____		Balance Due After Deposit \$ _____	
_____ Sq. Ft. Total: \$ _____		Accepted by Show Management (initials) _____ Date _____	
Cancellation Fees:** \$ _____		Amended _____	
		Initials/Date	Initials/Date

\*Member exhibitors with 2,000 sq. ft. or more will receive a \$0.40 discount/sq. ft.

\*\*20% of total booth space fee is Non-Refundable through September 1, 2018; 50% of total booth space fee is Non-Refundable from September 2, 2018 through November 30, 2018; and 100% of total booth space fee is Non-Refundable after November 30, 2018.

## HPBExpo 2019 SPACE RENTAL CHARGES AND PAYMENT TERMS

### 1. Exhibit Space Fees

**Member Category: \$28/30+ per square foot~**

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+ per square foot^**

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+ per square foot**

Exhibitors that have never been a member of HPBA and have never exhibited in an HPBExpo

*+Secondary, higher price applies to indoor corner booths and all outdoor space over and above indoor space contracted.*

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

*^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 2019 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 2019 during the Priority Booth Assignment ("PBA") at HPBExpo 2018, you must:
  - a. Bring a non-refundable deposit of 20% of your exhibit fee with you to the PBA;
  - b. Pay an additional 30% of your exhibit fee by June 30, 2018.
  - c. Pay the remaining 50% of your exhibit fee by November 1, 2018.
4. If you wish to reserve space at HPBExpo 2019, but do not attend the PBA and submit an application that is received at HPBA no later than March 2, 2018, you must:
  - a. Send in a non-refundable deposit of 20% of your exhibit fee with your application;
  - b. Pay an additional 30% of your exhibit fee by June 30, 2018.
  - c. Pay the remaining 50% of your exhibit fee by November 1, 2018.
5. If you wish to reserve space at HPBExpo 2019, and submit an application that is received by HPBA after March 10, 2018, but before November 1, 2018, you must:
  - a. Send in a deposit of 50% of your exhibit fee, of which 20% is non-refundable, with your application; and
  - b. Pay the remaining 50% of your exhibit fee by November 1, 2018.
6. If you wish to reserve space at HPBExpo 2019, and submit an application that is received by HPBA on or after November 1, 2018, you must send in the full exhibit fee with your application. In addition, payments received after March 1, 2019 must be made using a certified check. 50% of the total exhibit fee is non-refundable September 2 – November 30, 2018; and 100% of the total exhibit fee is non-refundable after November 30, 2018.
7. Checks must be made payable to: "HPBExpo 2019" and must be mailed to: HPBExpo 2019 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, 2018. 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 2019, 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, 2018 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, 2018 but on or before November 30, 2018 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, 2018 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 2019 Exhibitors shall be liable for all cancellation fees and booth fees, irrespective of whether booth fee deposits have been paid in a timely manner.