



**EXHIBITION: MARCH 14-16**  
**EDUCATION: MARCH 13-15**  
**KAY BAILEY HUTCHISON**  
**CONVENTION CENTER**  
**DALLAS, TX**  
**HPBExpo.com**

## HPBExpo EXHIBITOR BULLETIN

Please Note Our New Payment Address: **PO Box 424014** Washington, DC 20042-4014

**NEW HPBExpo Website Coming Soon:** Check our new website design coming September 4th!

Visit our Website

### Badge Registration and Housing Reservations will open online on Tuesday, September 4!

Exhibitors and attendees will have access to register for Expo badges and book hotel rooms online at [www.hpbexpo.com](http://www.hpbexpo.com) beginning **September 4, 2018**.



SEPTEMBER 4, 2018  
only at  
[www.hpbexpo.com](http://www.hpbexpo.com)

#### BADGES

Exhibitors can sign on to the HPBExpo Registration Dashboard with their 6-digit HPBA Member ID (or "Company ID" for non-members")

\*\*\*\*\*

Your company's 6-digit Member/Company ID is:

\*\*\*\*\*

All exhibit personnel who will be present at HPBExpo will need to register for a badge to enter the show floor.

Exhibitors will be eligible to register for two (2) complimentary badges for every 10x10 booth (or 100 square feet). For example, a 10x10 booth will allow for 2 badges at no fee, and a 20x20 booth will allow for 8 badges at no fee.

HPBA member exhibitors will have an additional complimentary allotment for their membership status (number differs depending on [level of membership](#)).

Additional badges, over and above the complimentary allotment, may be purchased for \$75/badge. HPBA Member exhibitors are eligible for a discounted rate of \$50/badge through March 11.

#### HOUSING

The official housing block for HPBExpo 2019 will open on September 4 at [www.hpbexpo.com](http://www.hpbexpo.com). Be sure to secure your hotel reservations as soon as possible when housing opens. When you book through our website with onPeak, your reservations are guaranteed.

A [hotel map](#) with the list of our contracted hotels can be reviewed ahead of time. A total of 14 hotels will be available in the HPBExpo block this year. Shuttle service will be provided to and from the convention center for all hotels within the block that are not within walking distance.

#### HOUSING BLOCK BONUS:

Exhibitors reserving housing through onPeak will receive 5 additional Priority Points for 2020 booth selection.

Exhibitors will receive another 10 Priority Points for 2020 if 50 or more room nights are booked\*.

*\*Reservations must be made prior to January 2, 2019 for priority point bonus.*

#### MEETING SPACE

To reserve a hotel suite, contact onPeak directly at (800)388-8819 or (312)527-7300, 8:00am - 6:00pm CST M-F.

Contact Tanya Karkiewicz - [karkiewicz@hpba.org](mailto:karkiewicz@hpba.org) or (703)522-0086, ext. 143, for further information regarding [convention center meeting rooms](#) in

Remember, the Exhibitor badge allotment is for booth personnel only. Your customers need to register for Attendee badges with their own company name.

Dallas. Rooms are available outside of posted exhibit hours.

[Show floor meeting rooms](#) are also available during Expo hours. Limited space is available on a first-come, first served basis.

## Update Your Online Profile

Because attendees will be viewing the HPBExpo website in higher volumes beginning September 4, it is imperative that your company listing be populated and accurate.

Log in today at [https://s23.a2zinc.net/clients/HPBA/HPBExpo2019/Public/e\\_Login.aspx](https://s23.a2zinc.net/clients/HPBA/HPBExpo2019/Public/e_Login.aspx) to add or correct contact information, videos, products, show specials, and social media details.

You will need the A2Z password provided in your original confirmation email. If you do not have this, simply enter the email address that was used on your booth contract and click "**Email my Login Info**". You may also contact Show Management for login assistance at [amyjackson@hpba.org](mailto:amyjackson@hpba.org).

## Sponsorship Opportunities

Drive traffic to your booth by splashing your company's name throughout the show!

Review our printed Show Guide advertising options now at <http://hpbexpo.com/exhibit/sponsorship-ops>.

Find our full list of HPBExpo Sponsorship Opportunities on the updated website on September 4.

Contact Sales Associate, Stacy Bowdring to review options at any time:

Phone: 703-522-0086 ext. 137  
Email: [bowdring@hpba.org](mailto:bowdring@hpba.org)

# EXHIBITOR SERVICE MANUAL

**The Online Exhibitor Service Manual is scheduled to go live on Monday, October 15, 2018.**

The Exhibitor Service Manual will be available online, containing links to important details and order forms for booth products and services such as displays, signage, furnishings, carpet, electric, internet, lead retrieval, and more. Exhibitors will be able to access the Service Manual at <http://hpbexpo.com> in the EXHIBIT section.

It is important to place orders by using forms (printable or electronic) that are supplied in or accessible through the Service Manual. Keep in mind that carpet, furniture, and similar items ordered through other vendors will incur a material handling fee from our official general contractor, Freeman.

If you have any questions about any order forms that you receive from outside vendors, don't hesitate to contact show management to verify their legitimacy.

# 2019 ONLINE PRESS ROOM



HPBA's Communications Team is currently preparing resources to help you promote your products to HPBExpo press. Stay tuned for details on the Online HPBExpo Press Room, coming later this year.

Contact Emily McGee, Director - Communications, with any press room questions:

Phone: 703-522-0086, ext. 116  
Email: [mcgee@hpba.org](mailto:mcgee@hpba.org)



# Payment Reminder

Exhibitors that booked their booth space onsite in Nashville with a 20% deposit should now have a second installment of 30% paid. If your booth payments do not yet equal 50%, please contact Show Management at your earliest convenience to avoid booth reassignment.

Final payments for all exhibitors will be due by November 1. Invoices for the November payment will be mailed in September.

Please note our **NEW PAYMENT MAILING ADDRESS:**

HPBExpo 2019  
**PO Box 424014**  
Washington, DC 20042-4014

This new PO Box address replaces our previous "Department" address. This address is for regular mail only. Overnight service should be sent directly to HPBA offices in Arlington, Virginia.

*Cancellation notice: Cancellations occurring by September 1 will incur a 20% penalty fee. Cancellations occurring after September 1, but by November 30, will incur a 50% penalty fee. Cancellations occurring after November 30 will incur a penalty of 100% of the booth space fee.*

Amy Jackson, Manager- Exhibits | Hearth, Patio & Barbecue Association  
703-522-0086, ext. 125 | 703-522-0086 | amyjackson@hpba.org | www.hpexpo.com



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STAY CONNECTED

