



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

# Indoor Burning Request Form

All exhibitors requesting to burn in an INDOOR EXHIBIT SPACE must complete and return this form to HPBA show management by December 31, 2018 for approval. Please be as accurate as possible, so that we may adequately serve you. Updates may be submitted after this deadline, if needed.

Exhibitor Name: \_\_\_\_\_

Exhibit Contact Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Indoor Booth #: \_\_\_\_\_ Indoor Booth Size: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. OR \_\_\_\_\_ Square Feet

**INDOOR NATURAL GAS:**

Completion of this form does not order natural gas connections – see online Exhibitor Service Manual, available November 2018.  
**HALLS A, B, & C: Maximum of 1 connection/1 burning appliance per 400 sq. ft. of contracted exhibit space.**

APPLIANCE NAME (only appliances approved for indoor use)	BTUs/HOUR	Vent Type (B-Vent, Direct-Vent, Vent Free?)
1		
2		
3		
4		
5		
6		

*(for more than 6 appliances, please include separate list)*

**INDOOR ALCOHOL FUEL:** Total number of Appliances to be operated: \_\_\_\_\_

APPLIANCE NAME (only appliances approved for indoor use)	FUEL BEING USED
1	
2	
3	
4	

**OTHER:** Other fuels are not permitted indoors. HPBA show management does not allow propane tanks of any size OR any type of cooking inside the convention center.

**Review Indoor Burning Requirements document in Exhibitor Service Manual (available online in November 2018) to ensure your booth and appliances meet expectations.**

Please send this completed preliminary form **as soon as possible, no later than December 31, 2018** to:  
 Hearth, Patio & Barbecue Association Attn: Exhibits 1901 North Moore Street, Suite 600 Arlington, VA 22209

**EMAIL: [amyjackson@hpba.org](mailto:amyjackson@hpba.org) OR FAX: (703) 522-0548**