



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

# Outdoor Burning Request Form

All exhibitors with OUTDOOR EXHIBIT SPACE must complete and return this form to HPBA show management by December 31, 2018. Please be as accurate as possible, so that we may adequately serve you. Updates may be submitted after this deadline, if needed. We may be unable to fulfill requests submitted after the deadline.

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

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

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

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

**PROPANE TANKS ^:** HPBE show management will provide complimentary propane for orders placed by **December 31, 2018**.

\_\_\_\_\_ I need to inquire about larger propane tanks

| APPLIANCE NAME | BTUs/HOUR | Estimated # of Tanks/Day (20lb.) | APPLIANCE NAME | BTUs/HOUR | Estimated # of Tanks/Day (20lb.) |
|----------------|-----------|----------------------------------|----------------|-----------|----------------------------------|
| 1              |           |                                  | 6              |           |                                  |
| 2              |           |                                  | 7              |           |                                  |
| 3              |           |                                  | 8              |           |                                  |
| 4              |           |                                  | 9              |           |                                  |
| 5              |           |                                  | 10             |           |                                  |

(for more than 10 appliances, please include separate list)

**PELLETS^:**  
 Number of Appliances: \_\_\_\_\_ Total number of bags needed daily (40 pound bags): \_\_\_\_\_

**CORD WOOD^:**  
 Number of Appliances: \_\_\_\_\_ Quantity needed daily: \_\_\_\_\_ logs Size Requested: \_\_\_\_\_

**CHARCOAL^:**  
 Number of Appliances: \_\_\_\_\_ Quantity needed daily: \_\_\_\_\_

**OTHER~** fuels being burned: \_\_\_\_\_

^ Propane, pellets, cord wood, and charcoal are delivered to outdoor booths and changed out FREE OF CHARGE by HPBA if ordered in advance via this form. We cannot guarantee availability of a specific type or brand of fuel. Requested log size may not be available – information is for order quantity only. If you require a specific type, manufacturer, or brand, we suggest shipping your own supply.  
 ~Other fuels must be supplied by the exhibitor; however, this form should still be completed and returned for approval to burn.

**COOKING?** \_\_\_Yes \_\_\_No  
 If yes, # of cooking appliances: \_\_\_\_\_ Type of Food: \_\_\_\_\_

**BOOTH TYPE:** (please check ALL that apply)  
 \_\_\_Structure Built Onsite\*+ \_\_\_Tent – canopy with sidewalls+ \_\_\_Tent – canopy only+  
 \_\_\_Trailer+ \_\_\_Other: \_\_\_\_\_

\*What is the main building material for your structure? \_\_\_\_\_  
 +What is the actual size of your structure, tent, or trailer? \_\_\_\_\_  
 +Is **100%** of your structure, tent, or trailer within the outline of your assigned booth space? \_\_\_ YES \_\_\_NO  
 Will your booth have air conditioning? \_\_\_YES \_\_\_NO  
 If yes, is air conditioning unit within the outline of your assigned booth space? \_\_\_YES \_\_\_NO

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

Please send or fax 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**