



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

Variance, Hanging Sign, F&B Approval Request Form

Complete this form to request approval for any exceptions to the HPBExpo 2019 Trade Show Rules & Regulations, or to receive approval for hanging signs or food and beverage. This form and \$50 processing fee is due by **February 15, 2019**.

Exhibiting Company: _____

Exhibit Booth Number(s): _____

Contact Person for Approval: _____ Email: _____

Approval Request for:

 For staff use only

- Hanging Sign *(will only be considered for island booths)*
- Food & Beverage in Booth*
(Alcohol service only permitted 12:00pm-5:00pm on 3/14/19 & 3/15/19 and 12:00pm-3:00pm on 3/16/19; hours extended to 7:30pm on 3/14/19 in outdoor burn area only)
- Other *(please specify)*

*Provide a brief description of F&B request: _____

Additional details about your request: _____

Payment Method (check one):

Check enclosed for \$50.00

Please charge to my credit card **\$50.00** *(please fill out below)*

Other

CREDIT CARD AUTHORIZATION ___ VISA ___ MASTERCARD ___ AMERICAN EXPRESS

Name as shown on credit card: _____

Company Name: _____

Complete Billing Address: _____

Card Number: _____

Exp. Date: _____ CVV Code: _____ (3 digits for VISA/MC, 4 digits for AMEX)

Signature: _____

Send to:
 Hearth, Patio & Barbecue EXPO 2019
 Attention: Exhibits
 1901 North Moore Street | Suite 600 | Arlington, VA 22209

Email: amyjackson@hpba.org OR Fax to Secure Line: (703) 522-0177

The deadline for variances is **February 15, 2019**. HPBA show management will respond to your request by email. If you have any questions regarding your approval request, please email amyjackson@hpba.org or call (703) 522-0086, ext. 125.