



EXHIBITION: MARCH 14-16  
EDUCATION: MARCH 13-15

KAY BAILEY HUTCHISON  
CONVENTION CENTER  
DALLAS, TX

## HPBExpo EXHIBITOR BULLETIN

*Wishing you happy holidays and a prosperous new year!*

The holiday season is upon us, but it is also time to make sure your exhibitor check-list is being tended to. Be sure to review the contents of this newsletter, outlining all that needs to be done, so that you can have the best exhibit experience possible.

### Exhibiting Rules & Regulations - Know Before You Go

Download and review [Exhibiting Rules & Regulations](#) for HPBExpo 2019.

It is important to keep in mind the regulations for your booth type. Knowing what is allowed now can prevent costly modifications required onsite.

See page 3 to review in depth height restrictions. **Basic restrictions are listed below:**

**Standard Booth (adjoining booths):** Maximum height limit is 8 ft., 3 in.; anything over 4 ft. in height placed within 10 lineal feet of an adjoining exhibit must be placed at least 5 ft. from the aisle line. The height restriction DOES apply to canopies.

**Island Booth (four sides open, no adjoining booths):** Maximum height limit is 20 ft. All exhibits over 12 ft. must have drawings available for inspection.

**Hanging Signs:** Permitted for ISLAND booths only. Maximum hanging height is 20 ft. Signs must be set back at least 25% of the booth's dimension from the back line of the booth. Length must not exceed 50% of the corresponding booth dimension. Not available in all locations. Exhibitors must complete a [Variance Approval Request Form](#) for HPBA and an [Inspection Form](#) for the Convention Center. Signs must be [installed by Freeman](#).

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### Policies

In addition to the Exhibiting Rules & Regulations available above, please be aware of [policies in place for HPBExpo](#). Policies specifically for exhibitors include:

1. The limit of hours to serve alcohol, starting at 12:00 noon or after; and the requirement to order it through and have it served by the official caterer.
2. Restrictions from photographing or entering the exhibit space of another exhibitor without permission.
3. Restrictions from holding any type of meeting or event during Expo hours.

New this year - we will supply every exhibitor with a "No Photography" sign to use at your own discretion. [Additional complimentary signs can be ordered by completing a request form](#).

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### Insurance Requirements

Insurance is required for all exhibitors. Exhibitors agree to maintain such insurance, (and to provide certificates of same), naming HPBA and the City of Dallas / Kay Bailey Hutchison Convention Center as additional insureds, in the following amounts:

Comprehensive General Liability  
Bodily Injury \$1,000,000 per occurrence/\$2,000,000 aggregate  
Property Damage \$1,000,000 per occurrence/\$2,000,000 aggregate

Worker's Compensation (statutory limits), with Employer's Liability \$500,000

Certificates of insurance evidencing the foregoing coverage should be sent either via email to [amyjackson@hpba.org](mailto:amyjackson@hpba.org) or by regular mail to: HPBExpo Show Management 1901 N Moore Street, Ste. 600, Arlington, VA 22209 (no later than February 13, 2019).

**If you do not have liability coverage, or do not want to use your own insurance, please review the [low-cost option we have negotiated through Rain Protection Insurance](#). See page two to purchase 8 day coverage for just \$84 or 11 day coverage for just \$119. Your coverage must include move-in and move-out dates.**

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## Indoor & Outdoor Burning

Exhibitors requesting to burn an appliance(s) must receive Show Management approval to do so. Please complete the forms below and return by December 31, 2018 for approval.

[Indoor Burning Request Form](#) | [Outdoor Request to Burn](#)

If you are planning to burn an appliance, please review the burning requirements for your booth location:

[Indoor Burn Requirements](#) | [Outdoor Burn \(& Cooking\) Requirements](#)

Additional Files for burning:

[Mandatory Mtg. Notice](#) | [Fire Extinguisher Rental](#) | [Tent Rental](#) | [Tent Weight Rental](#) | [Raw Food Orders](#)

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## Update Exhibitor Profile

All exhibitors are listed in the online floor plan and exhibitor list as well as the printed Show Guide distributed onsite at HPBExpo. It is imperative to sign in online and update your listing for both accuracy and to maximize your exposure to attendees.

[Review the full instructions for updating](#), or if you are a returning exhibitor and are familiar with the system, you may go directly to the [online updating page](#). You should have received your password to sign in when you contracted for your booth. If you do not have your password for this site, you may click on "Forgot your password?" and enter the email address submitted on your booth contract. Or, if you need further assistance, email [amyjackson@hpba.org](mailto:amyjackson@hpba.org).

You may update this site as often as you like, whenever you like, but for changes to appear in the printed Show Guide, **you must update no later than 5:00pm Eastern time on Friday, January 18.**

Note: Not all information entered will be listed online and not all information will be listed in the printed Show Guide. See below for the details to be printed in the Show Guide:

- Exhibiting Company Name (must contact Show Management to alter)
- Booth Number (must contact Show Management to alter)
- Company Contact Name (one individual only)
- Company Email
- Company Website URL
- Company Address
- Company Phone
- Company Fax
- Print (Company) Profile (limit – 700 characters)
- Brands (limit – 600 characters; each brand MUST be separated with a comma; will be listed in Brand Index only)
- Product Categories (will be listed in Product Category Index only)

**Updates performed after 5:00pm Eastern time on Friday, January 18 will not appear in the printed Show Guide.**

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## Online Press Room Profile

Separate from your online exhibitor profile intended for attendees, you will also need to update your Online Press Room profile. The Online Press Room takes the place of the physical press room and is your chance to tell media about your brands and products.

[Sign in to the Press Room](#) and upload press releases, videos, and other media materials. You will need to use your HPBA Company ID: # to access this feature. For assistance with the Press Room, please contact HPBA's Communications department: [Emily McGee](#) or [Stephanie Gomez](#).

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## FREE Marketing Tools

[Review the FREE marketing tools available to all HPBExpo exhibitors.](#) Download exhibitor logos and web banners, use our FREE customer invite program, and download the custom registration widget.

Don't miss out on these free tools to let everyone know you will be participating at HPBExpo!

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## Sponsorship & Advertising Opportunities

Take your participation to the next level by becoming an HPBExpo sponsor and/or advertiser! We have options to fit any budget. [Review all of the opportunities available today.](#)

Please contact [Stacy Bowdring](#) (or 703-522-0086, ext. 137) with any questions.

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## New Product Pavilion & Attendees' Choice Awards

Do you have a new product available for HPBExpo 2019? If you want added exposure, an entry in the New Product Pavilion is your answer. Each year, attendees flock to the pavilion to see what's new. In addition, attendees will cast their vote for their favorite New Product Pavilion entry to determine who will win the Attendees' choice award in both Hearth and Outdoor Living categories.

Options per product: 2x3 ft. table-top - \$400; 2x6 ft. table-top - \$500; free-standing floor space - \$500  
[SUBMIT AN ENTRY IN THE NEW PRODUCT PAVILION NOW](#)

### **NEW THIS YEAR: New Product Spotlight Session Add-On:**

New Product Pavilion entries can now be enhanced with a live [Spotlight Session](#) presentation in the pavilion. For an additional fee of \$500, companies can have the floor of the Pavilion for a 20-minute presentation. Time slots are limited to 4 per show day and will be available on a first-come, first-served basis. Select the Spotlight Session Add-on in the [NPP Entry Form](#) to claim your time slot.

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## Vesta Awards

The Vesta Awards program was created in 2001 by *Hearth & Home* magazine to recognize and honor manufacturers for their innovation in product design and/or technology. Entries are now being accepted at [www.vestaawards.com](http://www.vestaawards.com).

The Vesta Awards Ceremony will begin at 4:45PM on Friday, March 15, at HPBExpo 2019. Winners and finalists will be featured in *Hearth & Home's* April issue. Now in its 19TH year, the Vesta Awards are a respected and prestigious part of the HPBExpo.

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## BADGE REGISTRATION

Pre-register your booth personnel for Expo exhibitor badges. Badges are required for show floor entry. All exhibitors receive a minimum of 2 badges per 100 sq. ft.

[Register today](#) with your HPBA ID number:

## HOTEL RESERVATIONS

Discounted rates are available at a selection of Dallas Hotels through our housing partner, onPeak. Hotels within in the official block, that are not within walking distance to the convention center, will have complimentary shuttle service.

[Make your reservations](#) as soon as possible, as availability will begin to decrease as the show grows closer.

## HPBA MEMBERSHIP DUES

If your exhibit space was billed at the member rate, please Renew or Join HPBA membership for 2019 by December 31, 2018.

Members can [login to their member dashboard](#) to renew and [non-members can join](#) online.

For questions, contact HPBA's membership team at [membership@hpba.org](mailto:membership@hpba.org).

## VIEW FLOOR PLANS

An updated version of the 2019 floor plans can be reviewed online:

- [Interactive Floor Plan](#)
- [PDF Floor Plan](#)

## NEWSLETTER ARCHIVE

If you have missed previous Exhibitor Newsletters and/or Webinars, be sure to [review them online](#).

## EXHIBITOR SERVICE MANUAL

Begin placing orders with our official general contractor, Freeman, as well as other approved vendors for HPBExpo with forms in the [online Exhibitor Service Manual](#). The Manual is available through FreemanOnline.

Exhibitors can click on individual documents\* or go to the last section and click on "Complete Service Manual" to download all documents at once. To place online orders with Freeman, visit the [HPBExpo 2019 FreemanOnline Homepage](#).

\*select forms and documents require a FreemanOnline user name and password. If you do not already have an account with FreemanOnline, one can be created by clicking on "Login" in the upper right corner of the page, then "Create an Account".

Review the [ESM Table of Contents](#) to identify the location of documents and order forms needed.

## REQUEST FOR NOMINATIONS - Donna H. Myers Award

Nominations are being accepted for the eighth annual Donna H. Myers Award, a barbecue industry recognition honoring the commitment and achievement of a highly accomplished industry peer. The award, jointly sponsored by HPBA and *Casual Living*, recognizes innovative leaders who have contributed to the growth of their companies and the overall industry. The award was established in tribute to Ms. Myers, a leading barbecue industry advocate, who passed away in January 2011.

Do you know someone who is a worthy recipient of the award? [Submit a nomination by December 28, 2018](#).

The 2019 Donna H. Myers Award will be presented on March 14 in Dallas, TX during the Big Green Egg Cook-Off at HPBExpo 2019.

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



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Education: March 13-15, 2019  
Kay Bailey Hutchison  
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[HPBExpo.com](http://HPBExpo.com)

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