



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

KAY BAILEY HUTCHISON
CONVENTION CENTER
DALLAS, TX

HPBExpo EXHIBITOR BULLETIN

WE STILL HAVE SPACE IN THE NEW PRODUCT PAVILION! Enter Your Product Today!

LAST DAY TO UPDATE FOR SHOW GUIDE

TODAY - JANUARY 18

A final reminder that today is the last day to update your online exhibitor listing for information that will be listed in the Show Guide! If you have already completed your updates - Thank You! If not, please finalize changes by 5:00pm Eastern time today, Friday, January 18. [Contact me directly](#) with any concerns about your listing.

What is listed in the printed Show Guide?

Company Name, booth number, address, phone, fax, email, website, contact name, and company description. We will also have an index for selected product categories and brand names entered.

[UPDATE EXHIBITOR PROFILE NOW](#)

SHIPPING TO HPBExpo 2019

Exhibitors may ship in advance to the warehouse OR directly to the convention center show site. Exhibitors may choose their own carrier or use Freeman Exhibit Transportation services.

Freeman will begin accepting Advanced Warehouse Shipments on FRIDAY, FEBRUARY 8.

Please use the following labels for your shipment:

[Shipping Label - Advanced Warehouse](#)

[Shipping Label - Show Site](#)

[Shipping Label - Hanging Sign](#)

If you ship to the Advanced Warehouse - do not deliver AFTER March 4, 2019. Advanced Warehouse shipments will be delivered to booths by 8:00am on Monday, March 11.

If you ship to the Show Site, please review the [Targeted Move-in Information](#) to determine your scheduled date and time. Contact [Freeman](#) for requests to change your scheduled date/time. Carriers will need to check in at the [Marshalling Yard](#) first.

[HPBExpo Exhibitor General Info](#)

[Freeman Quick Facts & General Info](#)

DELIVERING SHIPMENT TO BOOTH

Once your shipment arrives, either to the Advanced Warehouse, or directly to the convention center

Show Site, it will need to be transported to your booth by Freeman, the official general contractor for HPBExpo.

Material Handling Fee:

If you ship to the warehouse, or deliver directly to the show site, you will incur a Material Handling fee from our official contractor, Freeman. Review the [Material Handling Brochure](#) and [Material Handling Order Form](#) for pricing.

Exhibit materials that can be hand-carried in one trip from a legally parked vehicle by the exhibitor will not incur material handling fees. Dollies, hand trucks, or other means of wheeled transport **are not** permitted for hand-carry. Cars, Mini-Vans, Small Pick-Up Trucks, Full-Size Vans, and Large Pick-Up trucks requiring use of the dock area will be unloaded by Freeman for [per-vehicle-load fee](#). Vehicles larger than a large pick-up truck, including those with trailers will be unloaded at the main dock at the published per hundred weight rates. [Find out which vehicles qualify for the per-vehicle-load fee.](#)

FREEMAN ORDER DEADLINE APPROACHING -February 18-

The deadline for Freeman's special online discounted pricing is February 18! Now is the time to place your orders if you haven't already.

All forms are available in the online [Exhibitor Service Manual](#), but some of the most requested are included here for your convenience:

[Rental Exhibits Brochure](#)
[Rental Exhibits Order Form](#)
[Totalflex Brochure](#)
[Totalflex Order Form](#)

[Furnishings & Accessories Brochure](#)
[Furnishings Order Form](#)
[Accessories Order Form](#)
[Carpet Brochure](#)
[Carpet Order Form](#)
[Cleaning Order Form](#)
[Freeman Sign Hanging](#)

Quick links to services from other approved vendors:

[Booth Security](#)
[Centerplate Booth Catering Menu](#)
[Centerplate Booth Catering Order Form](#)
[CompuSystems Lead Retrieval](#)
[Exhibitor Insurance](#)
[KBHCC Electrical](#)
[KBHCC Telephone/Internet](#)
[Photography Order Form](#)
[Plant & Floral Rental](#)

PRE-REGISTER FOR EXHIBITOR BADGES

If you have not yet pre-registered for exhibitor badges, you may do so now at https://www.compusystems.com/servlet/ar?evt_uid=463&site=EXH.

You will need to log in with your HPBA ID#

HOURS & EVENTS

Wednesday, March 13

5:00pm - all booths are to be **completely** set up by this time

Thursday, March 14

8:00am - 9:15am - Mike Holmes Keynote Address

9:15am - 9:30am - HPBA Annual Membership Meeting/Opening Ceremony

9:30am - 5:00pm - Indoor Exhibit Hall Open

9:30am - 7:30pm - Outdoor Burn Area Exhibits Open

5:00pm - 7:30pm - Outdoor Burn Area Tailgate Event

Friday, March 15

9:00am - 5:00pm - Indoor Exhibit Hall and Outdoor Burn Area Exhibits Open

4:45pm - 6:45pm - Vesta Awards, presented by *Hearth & Home* Magazine

Saturday, March 16

9:00am - 3:00pm - Indoor Exhibit Hall and Outdoor Burn Area Exhibits Open

3:00pm - Exhibitor Tear Down and Pack Up Begins. NO TEAR DOWN OR PACK UP PRIOR TO 3:00pm

HPBExpo Rules and Regulations

KNOW BEFORE YOU GO. Don't be scrambling onsite to correct violations. Review the [Trade Show Rules and Regulations](#) for all exhibitors, as well as the [Indoor](#) and [Outdoor](#) requirements for Burning if you are planning to demonstrate a burning appliance.

Amy Jackson, Senior Manager- Exhibits | Hearth, Patio & Barbecue Association
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Kay Bailey Hutchison
Convention Center
Dallas, TX
HPBExpo.com

STAY CONNECTED

