



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

KAY BAILEY HUTCHISON
CONVENTION CENTER
DALLAS, TX

HPBExpo EXHIBITOR BULLETIN

REVIEW UPCOMING EXHIBITOR DEADLINES

FORMS DUE to HPBA

If you plan to burn an appliance, hang a sign, serve food or beverages, request a variance, request a No Photography sign, or have an Appointed Contractor, please complete and return the following forms. **Email completed forms to amyjackson@hpba.org or fax to 703-522-0177.**

- [Indoor Burning Approval FORM](#) - Deadline December 31 - SUBMIT ASAP
- [Outdoor Burning Approval FORM](#) - Deadline December 31 - SUBMIT ASAP
- [Complimentary NO PHOTO sign](#) - Deadline Feb. 1
- [Variance, Hanging Sign, Food/Beverage Approval FORM](#) - Deadline Feb. 15
- [Exhibitor Appointed Contractor \(EAC\) FORM](#) - Deadline Feb. 15

Order forms, shipping labels and details, move-in schedules, and more can be reviewed in the online [Exhibitor Service Manual](#). You will need to create an account in Freeman Online to access some forms.

SHOW GUIDE DEADLINE

Data will be downloaded for the printed Show Guide at **5:00pm Eastern time on Friday, January 18**. Please update your online listing prior to this deadline.

LOG IN TO UPDATE SHOW GUIDE LISTING

You will need to enter your a2z exhibitor profile password:

If you need assistance logging in, please email amyjackson@hpba.org.

[What data is used for the printed Show Guide?](#) Various details will be viewable online only, in the printed Show Guide only, or in both areas. Questions? [Just let us know!](#)

Need more than one company listing? [Purchase an additional brand listing for \\$1,000.](#)
Deadline: 01/16/19

NEW PRODUCT PAVILION DEADLINE

The deadline for your NPP Entry to be listed in the printed Show Guide is **Wednesday, January 16**. Please submit your entry at your earliest convenience, as space is limited and available on a first-come, first-served basis.

New Product Pavilion Options:

2 ft. x 3 ft. Table-Top: \$400
2 ft. x 6 ft. Table-Top: \$500
Freestanding Display: \$500
Add-On Spotlight Session: \$500

Each product displayed in the New Product Pavilion is an eligible entry for the **2019 Attendees' Choice Awards**, in which attendees will vote for their choice of most-marketable new product in both Hearth and Outdoor Living categories.

[NPP ONLINE ENTRY FORM ^](#)

[ADD-ON SPOTLIGHT SESSION*](#)

^TIP FOR NPP ENTRY ERRORS

The limit for your new product entry description is **300 characters**. This count includes all spaces, punctuation, letters, numbers, etc. An easy way to calculate your count is to copy and paste the text into Microsoft Word and check the word count. This will give you a calculation of the **characters WITH spaces**. If you exceed 300 characters, you will not be able to submit your entry. Also, please be aware that your image size must be **2MB or less**. If your image is larger, the program will give you an error message. If your image is too large and you are unable to alter it, please email it to amyjackson@hpba.org and we will alter it for you.

*NEW THIS YEAR: NEW PRODUCT PAVILION SPOTLIGHT SESSIONS

Exhibitors submitting a product in the New Product Pavilion will have the option to add a 20-minute "Spotlight Session" presentation, live in the Pavilion, during show hours. To add, simply click on the option in addition to your entry type within the online NPP form.

Available Dates/Times:

Each session is available for an additional fee of \$500

March 14, 2019 - 1pm 2pm 3pm 4pm

March 15, 2019 - ---- 2pm 3pm 4pm

March 16, 2019 - 11am 12pm 1pm 2pm

Optional: Enhance your presence by offering a snack break and/or beverage service during your presentation (contact Show Management for catering options).

EXHIBITOR MEETING SPACE AVAILABILITY

1. **Convention Center/Hotel Meeting Room Request** - [submit form](#)
2. **Show Floor Meeting Space Request** - [submit form](#)
3. **Manufacturer Specific Training Session** - [review options](#) and [email Rick Mahos for availability](#)

PREVIOUS EXHIBITOR NEWSLETTERS

Don't miss important info!

If you have missed previous Exhibitor Newsletters and/or Webinars, be sure to review them online:

[Newsletter & Webinar Archive](#)



GO BIG

Exhibition: March 14-16, 2019
Education: March 13-15, 2019
Kay Bailey Hutchison
Convention Center
Dallas, TX
HPBExpo.com

STAY CONNECTED

