



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

KAY BAILEY HUTCHISON
CONVENTION CENTER
DALLAS, TX

HPBExpo EXHIBITOR BULLETIN

See You Soon!

We are very excited to see all of our exhibitors in Dallas, in just a few weeks! Below you'll find some important deadlines for this and next week. As always, if you have any questions - please contact me - amyjackson@hpba.org.

Space Still Available!

- We have limited space in the **New Product Pavilion**, AND select **Spotlight Sessions** are also still available. [Enter online today!](#) Prices range from \$400 for a 2x3 ft. table-top to \$1,000 for a free-standing entry with Spotlight Session.
- We also still have very limited [Show Floor Meeting Space](#) available. View the options and [contact me](#) with questions about dates/times.

Register for Badges:

Don't forget to register your booth staff for badges, which is required to gain access to the show floor. [Review full information](#) and [log in](#) today, with your **COMPANY ID #**.

Ordering Deadlines

URGENT - Discount Deadline for Electric and Plumbing Services is February 14!

- [Electric Order Form](#)
- [Plumbing Order Form](#)

Deadline for Booth Catering is **February 18!**

- [Centerplate Booth Catering Menu](#)
- [Centerplate Booth Catering Order Form](#)

Deadline for Freeman's Special Discounted Pricing is **February 18!**

- [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](#)

Deadline for Telephone & Internet Service is **February 22!**

- [Telephone & Internet Order Form](#)

[CLICK HERE AND LOG IN TO VIEW THE COMPLETE ONLINE EXHIBITOR SERVICE MANUAL](#)

Form Deadlines

If you plan to have a hanging sign or order/serve food and/or beverages in your booth, you must submit a request form to HPBA for approval:

- [Variance, Hanging Sign, Food/Beverage Approval FORM](#) - Deadline Feb. 15

Exhibitors may set up their own booths using their own full-time employees, or order labor through Freeman. Alternatively, exhibitors may request permission to use an Appointed Contractor by submitting an EAC form*:

- [Exhibitor Appointed Contractor \(EAC\) FORM](#) - Deadline Feb. 15

*All employees, agents, or representatives who are performing services must provide HPBA with valid certificates of insurance at the time of submitting the EAC form. Exhibitors using the services of Exhibitor Appointed Contractors, other than the Official Contractors, shall be held responsible for these employees' conduct and liabilities.

[\(see insurance requirements here\)](#)

[HPBExpo Exhibitor General Info](#)

[Freeman Quick Facts & General Info](#)

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



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

STAY CONNECTED

