



Exhibition: March 12-14, 2020  
 Education: March 11-13, 2020  
 Ernest N. Morial Convention Center  
 New Orleans, Louisiana  
 HPBExpo.com

# Application & Contract for INDOOR EXHIBIT SPACE

Please complete this application and return to HPBA show management. A copy will be returned to you upon acceptance and processing. Read page 2 of this contract for application and payment process as well as the accompanying Rules and Regulations. There is no binding contract until a fully completed and properly executed Application and Contract is accepted in writing by HPBA. The Rules and Regulations that are found with this Application and Contract are a part of the Application and Contract for Indoor Exhibit Space. Mail this document to Hearth, Patio & Barbecue Association – HPBExpo 2020, 1901 North Moore Street, Suite 600, Arlington, VA 22209 or fax to 703-522-0548.

**Booth Company Name (as it will appear online and in printed Show Guide):** \_\_\_\_\_

**Type of Company:**  Manufacturer  Distributor  Associate

Other: \_\_\_\_\_

**Exhibit Contact Name (this one person will receive all exhibitor correspondence):** \_\_\_\_\_

**What products does your company offer?** (Check all that apply)

Hearth  Grills  Fuel  Barbecue Accessories

Patio & Outdoor  Other \_\_\_\_\_

**Street Address or PO Box:** \_\_\_\_\_

**Has your company ever been an HPBA Member?**  Yes  No

**Will your company be a 2020 HPBA Member?**  Yes  No

**Has your company ever exhibited at HPBExpo?**  Yes  No

**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_

**Zip/Postal Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **URL:** \_\_\_\_\_

### BOOTH SIZE REQUESTED

**Total Sq. Ft.** (increments of 100) \_\_\_\_\_

**Booth Dimensions** (increments of 10) \_\_\_\_\_ x \_\_\_\_\_

**Would you like to conduct indoor burning?**  Yes  No

*Indoor Burning available for select booth sizes and locations. Please read Rules and Regulations #10.1 on Indoor Burning to be sure that your product satisfies the requirements for indoor burning. Contact Show Management for more information.*

**What and how many products would you like to burn?** \_\_\_\_\_

### INDOOR BOOTH CHOICES

Select up to four (4) booth locations in order of preference:

1. Booth # \_\_\_\_\_ 2. Booth # \_\_\_\_\_ 3. Booth # \_\_\_\_\_ 4. Booth # \_\_\_\_\_

If none of your requested booth choices are available, HPBA show management will choose a location based on the following:

List any companies you wish to be near \_\_\_\_\_

List any companies you do not wish to be near \_\_\_\_\_

### This document must be signed to be accepted by HPBA

I hereby acknowledge that I have received and reviewed and will comply with the HPBExpo 2020 (i) Space Rental Charges and Payment Terms (page 2 of this form) and (ii) Rules and Regulations (separate document). It is agreed that these (i) Space Rental Charges and Payment Terms and (ii) Rules and Regulations are incorporated into and made a part of this Application and Contract for Indoor Exhibit Space. I represent that I am authorized to execute this Application and Contract on behalf of the company identified as the exhibitor, and I acknowledge that I am responsible for my company's compliance with the terms hereof.

**Accepted for Exhibitor By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**HPBA SHOW MANAGEMENT USE:** Priority # \_\_\_\_\_ ID# \_\_\_\_\_

Member \$30/\$32  Non-Member \$37/\$39  First-Time Ex \$30/\$32

\_\_\_\_\_ Sq. Ft. @ **\$30**/sq.ft. \$ \_\_\_\_\_

\_\_\_\_\_ Sq. Ft. @ **\$32**/sq.ft. \$ \_\_\_\_\_

\_\_\_\_\_ Sq. Ft. @ **\$37**/sq.ft. \$ \_\_\_\_\_

\_\_\_\_\_ Sq. Ft. @ **\$39**/sq.ft. \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

### EXHIBIT SPACE FEE SUMMARY:

**Indoor Booth #** \_\_\_\_\_

**Total Square Feet** \_\_\_\_\_

**TOTAL BOOTH FEE: \$** \_\_\_\_\_

Amended \_\_\_\_\_ | \_\_\_\_\_  
 Initials/Date Initials/Date

### CANCELLATIONS:

Cancellation Fee\*\* \$ \_\_\_\_\_ Refund Due \$ \_\_\_\_\_

**\*\*20% of total booth fee is Non-Refundable through September 1, 2019; 50% of total booth fee is Non-Refundable from September 2, 2019 through November 30, 2019; and 100% of total booth fee is Non-Refundable after November 30, 2019.**

# HPBExpo 2020 SPACE RENTAL CHARGES AND PAYMENT TERMS

## 1. Exhibit Space Fees

### a. Member Category: \$30/32+ per square foot~

HPBA members paying dues under the Manufacturer, Distributor, or Associate membership categories and in good standing at the time of the Expo

### b. Non-Member Category: \$37/\$39+ per square foot^

Exhibitors that are not members of HPBA in good standing at the time of the Expo; HPBA Manufacturers' Representative, Retail, or Service Category members

### c. First-Time Exhibitor Discounted Category: \$30/32+ per square foot

Exhibitors that have never been a member of HPBA and have never exhibited in an HPBExpo

*+Secondary, higher price applies to indoor corner booths and all outdoor space over and above indoor space contracted.*

*~Member exhibitors with 2,000 sq. ft. or more will receive a \$0.40 discount per sq. ft.*

*^Non-member manufacturers that do not produce or exhibit hearth products, grills, or fuels are eligible for the member category rate.*

2. Your contracted company name for HPBExpo 2020 must be the same as your HPBA member company name (i) to receive credit for membership and not be charged the non-member exhibit rate and (ii) to receive priority points for membership.
3. If you reserve space for HPBExpo 2020 during the Priority Booth Assignment ("PBA") at HPBExpo 2019, you must:
  - a. Bring a non-refundable deposit of 20% of your exhibit fee with you to the PBA;
  - b. Pay an additional 30% of your exhibit fee by June 30, 2019.
  - c. Pay the remaining 50% of your exhibit fee by November 1, 2019.
4. If you wish to reserve space at HPBExpo 2020, but do not attend the PBA and submit an application that is received at HPBA no later than March 8, 2019, you must:
  - a. Send in a non-refundable deposit of 20% of your exhibit fee with your application;
  - b. Pay an additional 30% of your exhibit fee by June 30, 2019.
  - c. Pay the remaining 50% of your exhibit fee by November 1, 2019.
5. If you wish to reserve space at HPBExpo 2020, and submit an application that is received by HPBA after March 16, 2019, but before November 1, 2019, you must:
  - a. Send in a deposit of 50% of your exhibit fee, of which a portion is non-refundable, with your application; and
  - b. Pay the remaining 50% of your exhibit fee by November 1, 2019.
6. If you wish to reserve space at HPBExpo 2020, and submit an application that is received by HPBA on or after November 1, 2019, you must send in the full exhibit fee with your application. In addition, payments received after February 1, 2020 must be made using a credit card. 50% of the total exhibit fee is non-refundable through November 30, 2019; and 100% of the total exhibit fee is non-refundable after November 30, 2019.
7. Checks must be made payable to: "HPBA" and sent to: Hearth, Patio & Barbecue Association, PO Box 412397, Boston, MA, 02241-2397 via regular mail. *If using Express Service send to: Bank of America Lockbox Services, Hearth Patio and Barbecue Assoc., Lockbox#412397, MA5-527-02-07, 2 Morrissey Blvd., Dorchester, MA 02125.*
8. HPBA's receipt of a deposit does not create a binding agreement with any application for exhibit space. HPBA retains the right, in its sole discretion, to decline to accept an application by returning any submitted deposit.
9. **DOWNSIZE AND CANCELLATION POLICY:** Exhibit booth space contracted for, in an Exhibit Space Application & Contract accepted by HPBA, may be downsized or cancelled if written notice of downsizing or cancellation is received by HPBA on or before November 30, 2019. The amount of any refund due to the exhibitor will depend upon when HPBA receives such written notice. Notice of downsizing or cancellation must be sent in writing by U.S. mail or overnight courier to HPBA - HPBExpo 2020 Show Management, 1901 North Moore Street, Suite 600, Arlington, VA 22209.
  - Exhibitors whose downsizing or cancellation notices are received by HPBA on or before September 1, 2019 shall be liable for 20% of the price of the cancelled portion of the booth space, plus 100% of the price of the retained booth space.
  - Exhibitors whose downsizing or cancellation notices are received by HPBA after September 1, 2019 but on or before November 30, 2019 shall be liable for 50% of the price of the cancelled portion of the booth space, plus 100% of the price of the retained booth space.
  - Exhibitors whose downsizing or cancellation notices are received by HPBA after November 30, 2019 shall be liable for 100% of the price of the cancelled portion of the booth space, plus 100% of the price of the retained booth space.
  - Any refunds due shall be processed and paid upon the conclusion of the HPBExpo 2020. Exhibitors shall be liable for all cancellation fees and booth fees, irrespective of whether booth fee deposits have been paid in a timely manner.