

OUTDOOR BURNING APPROVAL REQUEST FORM

All exhibitors requesting to burn and/or cook in an OUDOOR EXHIBIT SPACE must complete and return this form to HPBA show management by December 31, 2019 for approval. Please be as accurate as possible so that we may adequately serve you. You may submit updates if needed; however, we may be unable to fulfill requests submitted after the deadline.

I agree to review the Outdoor Burning Requirements document in the online Exhibitor Service Manual, available in November 2019, to ensure that my booth and appliances meet expectations.

Exhibiting Company: _____ Contact Name: _____

Email: _____ Phone: _____

Outdoor Booth#: _____ Outdoor Booth Size: _____ ft. X _____ ft. (_____ total sq. ft.)

** HPBA will provide complimentary charcoal, cord wood, pellets, and propane to outdoor exhibitors if this order form is submitting by the deadline, FREE OF CHARGE. We cannot guarantee availability of a specific type or brand of fuel. Requested log size may not be available – information is for order quantity only. If you require a specific type, manufacturer, or brand, we suggest shipping your own supply.*

^Other fuels must be supplied by the exhibitor; however, this form should still be completed and returned for approval to burn.

CHARCOAL*

Number of Charcoal Appliances: _____ Quantity Needed Daily: _____

CORD WOOD*

Number of Wood-Burning Appliances: _____ Number of Logs Needed Daily: _____ Approx. Size: _____

PELLETS*

Number of Pellet Appliances: _____ Number of 40-lb. Bags Needed Daily: _____

PROPANE TANKS*

(contact HPBA show management regarding larger propane tanks)

Appliance Name	Appliance Type (fireplace, grill, firepit, etc.)	BTUs/Hour	Estimated # of 20 lb. Tanks/Day
1.			
2.			
3.			
4.			
5.			

(for more than 5 appliances, please include separate list)

OTHER^ fuels being burned _____

COOKING? ___Yes ___No If yes, # of cooking appliances: _____ Type of Food: _____

BOOTH TYPE: (please check ALL that apply)

___ Structure Built Onsite~+ ___ Tent – canopy with sidewalls+ ___ Tent – canopy only+
___ Trailer+ ___ Other: _____

~What is the main material of your structure? _____ +What is the size of your structure, tent, or trailer? _____

Will your booth have an air conditioning unit? ___YES ___NO

IMPORTANT: 100% of your structure, tent, trailer, air conditioning, and/or products MUST be within the outline of your assigned booth space.

<p>Forms and questions can be sent to Amy Jackson, Senior Manager – Exhibits: Hearth, Patio & Barbecue Association 1901 North Moore St., Ste. 600 Arlington, VA 22209 703-522-0086, ext. 125 703-522-0177 (F) email: amyjackson@hpba.org</p>	<p>DEADLINE: December 31, 2019</p>
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