



**VARIANCE, HANGING  
SIGN, FOOD/BEV.  
APPROVAL REQUEST FORM**

Exhibitors must complete this form to request approval for any exceptions to the HPBExpo 2020 Trade Show Rules & Regulations, or to receive approval for hanging signs or food and beverage. A \$50 processing fee will be charged for each request form.

Exhibiting Company: \_\_\_\_\_ Booth#: \_\_\_\_\_

Contact Person for Approval: \_\_\_\_\_ Email: \_\_\_\_\_

**Approval Request for:**

- Hanging Sign** - will only be considered for island booths
- Food & Beverage in Booth\*** - no alcohol service request will be approved to be served prior to 12:00 noon
- Other** - please specify

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Provide a brief description of F&B request: \_\_\_\_\_  
\_\_\_\_\_

Payment Method: <i>(check one)</i>	_____ Check enclosed for \$50.00
	_____ Please charge to my credit card \$50.00 (complete below)
	_____ Other _____

**CREDIT CARD AUTHORIZATION** *(check one)*    \_\_\_VISA    \_\_\_MC    \_\_\_AMEX

Name as shown on credit card: \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email Address for Receipt: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_ (3 digits for VISA/MC, 4 digits for AMEX)

Signature: \_\_\_\_\_

<b>Forms and questions can be sent to Amy Jackson, Senior Manager – Exhibits:</b> Hearth, Patio & Barbecue Association   1901 North Moore St., Ste. 600   Arlington, VA 22209 703-522-0086, ext. 125   703-522-0177 (F)   email: <a href="mailto:amyjackson@hpba.org">amyjackson@hpba.org</a>	<b>DEADLINE:</b> <b>January 14,</b> <b>2020</b>
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