



Exhibition: June 24-26, 2021
 Education: June 23-25, 2021
 Kentucky Exposition Center
 Louisville, Kentucky
 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 & Regulations. There is no binding contract until a fully completed and properly executed Application & Contract is accepted in writing by HPBA. The HPBExpo Trade Show Rules & Regulations are a part of the Application & Contract for Indoor Exhibit Space. Send this document to Hearth, Patio & Barbecue Association – HPBExpo 2021, 1901 North Moore Street, Suite 600, Arlington, VA 22209, fax to 703-522-0548, or email to derouin@hpba.org.

Booth Company Name
 (as it will appear online and in printed materials): _____

Exhibit Contact Name
 (this one person will receive all exhibitor correspondence): _____

Street Address or PO Box: _____

City: _____ **State/Province:** _____ **Zip/Postal Code:** _____

Country: _____ **Phone:** _____ **Fax:** _____

Email for Exhibitor Correspondence: _____ **URL:** _____

Has your company ever exhibited at HPBExpo? Yes No **Type of Company:** Manufacturer Distributor Associate Other: _____

What products does your company offer? Hearth Grills Fuel Barbecue Accessories Patio & Outdoor Other: _____

Hearth, Patio & Barbecue Association (HPBA) Membership: Has your company ever been a Member? Yes No Will your company be a 2021 Member? Yes No

Would you like to conduct indoor burning? Yes No **What and how many products would you like to burn?** _____

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.

BOOTH SIZE REQUESTED Total Sq. Ft. (increments of 100) _____ **Booth Dimensions** (increments of 10) _____ x _____

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 2021 (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 1st Time Ex \$30/\$32 NTP

_____ 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 exhibit space fee is Non-Refundable through February 1, 2021; 50% of total exhibit space fee is Non-Refundable through April 1, 2021; and 100% of total exhibit space fee is Non-Refundable after April 1, 2021.**

HPBExpo 2021 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 2021 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 wish to reserve space for HPBExpo 2021, and submit an application that is received by HPBA before March 1, 2021 you must:
 - a. Send in a deposit of 50% of your exhibit fee, of which a portion is non-refundable, within two weeks of your application and reservation; and
 - b. Pay the remaining 50% of your exhibit fee by March 1, 2021.
4. If you wish to reserve space for HPBExpo 2021, and submit an application that is received by HPBA on or after March 1, 2021, you must send in the full exhibit fee within two weeks of your application and reservation. In addition, payments received after May 1, 2021 must be made using a credit card. 20% of the total exhibit fee is non-refundable through February 1, 2021; 50% of the total exhibit fee is non-refundable through April 1, 2021; and 100% of the total exhibit fee is non-refundable after April 1, 2021.
5. 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.*
6. 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.
7. **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 April 1, 2021. 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 2021 Show Management, 1901 North Moore Street, Suite 600, Arlington, VA 22209.
 - Exhibitors whose downsizing or cancellation notices are received by HPBA on or before February 1, 2021 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 February 1, 2021, but on or before April 1, 2021 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 April 1, 2021 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 after the conclusion of the HPBExpo 2021. Exhibitors shall be liable for all cancellation fees and booth fees, irrespective of whether booth fee deposits have been paid in a timely manner.