

HPBExpo 2025 SPACE RENTAL CHARGES AND PAYMENT TERMS

****EARLY RATE – RATES INCREASE OCTOBER 1, 2024****

1. Onsite Priority Discounted Exhibit Space Fees
 - a. Member Category: \$32/\$34+ per square foot~
HPBA members paying dues and in good standing at the time of HPBExpo; Companies having never exhibited in a previous HPBExpo
 - b. Non-Member Category: \$40/\$42+ per square foot
Exhibitors not members of HPBA or in good standing at the time of HPBExpo
 - c. Prices will increase October 1, 2024

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

~Member exhibitors with 2,400 sq. ft. or more will receive a \$0.50 discount per sq. ft.
2. Your contracted company name for HPBExpo 2025 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 during the Priority Booth Sales period of February 13-15, 2024, you must:
 - a. Pay a nonrefundable deposit of 25% of your exhibit fee, at the time of booth reservation;
 - b. Pay an additional 25% of your exhibit fee by June 1, 2024; and
 - c. Pay the remaining 50% of your exhibit fee by October 1, 2024.
 - d. 25% of the total exhibit fee is non-refundable through August 1, 2024; 50% of the total exhibit fee is non-refundable August 2, 2024 through November 1, 2024; and 100% of the total exhibit fee is non-refundable after November 1, 2024.
4. If you submit an application that is received by HPBA after February 15, 2024, but before October 1, 2024, you must:
 - a. Pay a deposit of 50% of your exhibit fee, of which a portion is nonrefundable, within two weeks of your application and reservation; and
 - b. Pay the remaining 50% of your exhibit fee by October 1, 2024.
 - c. 25% of the total exhibit fee is non-refundable through August 1, 2024; 50% of the total exhibit fee is non-refundable August 2, 2024 through November 1, 2024; and 100% of the total exhibit fee is non-refundable after November 1, 2024.
5. If you submit an application that is received by HPBA after October 1, 2024, you must
 - a. Pay the full exhibit fee within two weeks of your application and reservation.
 - b. Payments received after February 10, 2025 must be made using a credit card or electronic transfer.
 - c. 50% of the total exhibit fee is non-refundable through November 1, 2024; and 100% of the total exhibit fee is non-refundable after November 1, 2024.
6. Checks must be made payable to: "HPBA" and sent to: Hearth, Patio & Barbecue Association and submitted at the time of the booth reservation or mailed to PO Box 412397, Boston, MA, 02241-2397. Do not send payments to this address by overnight courier.
7. 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.
8. **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 1, 2024. 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 to and acknowledged by HPBA - HPBExpo 2025 Show Management: exhibits@hpba.org.
 - Exhibitors whose downsizing or cancellation notices are received by HPBA on or before August 1, 2024 shall be liable for 25% 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 August 1, 2024, but on or before November 1, 2024 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 1, 2024 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 2025. Exhibitors shall be liable for all cancellation fees and booth fees, irrespective of whether booth fees have been paid.