



MARCH 26-29
NEW ORLEANS, LOUISIANA
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OUTDOOR BURNING REQUIREMENTS

These requirements are in addition to the HPBExpo 2025 Trade Show Rules & Regulations, published in the Exhibitor Service Manual.

GENERAL REQUIREMENTS

- Exhibitors must complete and submit an **Outdoor Burning Request Form**, including a drawing of their outdoor exhibit booth with burning and/or cooking appliance locations clearly marked, to HPBA show management no later than **December 31, 2024**.
- It is the sole responsibility of the exhibitor to be ready and able to provide information that each appliance is certified in accordance with all applicable regulations and standards (including, but not limited to, wood burning emissions regulations and safety standards) and listed for the intended use of the appliance. Requests to display and operate prototypes of appliances that have not yet been fully tested and listed will be reviewed if the exhibitor submits all the relevant design and operational information to HPBA show management along with the forms mentioned above.
- Each outdoor burn area exhibitor is required to have a readily accessible **2A:40BC fire extinguisher**, with a **current state fire marshal validation**, at their booth. It must be located no more than 30' from operating appliances. If the 30' requirement cannot be met with one extinguisher, additional extinguishers are required.
- Food items, both raw and prepared, as well as beverages, must be ordered from the official caterer for the HPBExpo Outdoor Burn Area (see Exhibitor Services at www.hpexpo.com).
- Exhibitors will be allowed into the Outdoor Burn Area prior to show opening each day and will be expected to have their appliances operating successfully prior to the start of the exposition each day. Access to exhibits will be given to **OUTDOOR exhibitors only at 8:00am** on each show day. Electrical service, if ordered, will be turned on by this time.
- All appliance installations must comply with applicable codes. Maintain clearances to combustibles as stated in your appliance owner's manual for your appliance and vent pipe. This manual must be available upon request during any inspections.
- A state or city official is at liberty to come through your booth to inspect every appliance. They may want to see certification labels and owner's manuals for operating appliances.
- Periodic inspections may be performed throughout the day for the purpose of ensuring proper operations and safeguards are in place.
- Both HPBA show management, and the Ernest N. Morial Convention Center staff reserve the right to order any exhibitor to discontinue firing an appliance for various reasons, including, but not limited to appliances creating excessive smoke.
- Excessive storage of materials is prohibited. HPBA show management reserves the right to require exhibitors to remove excessive storage items. No combustible waste can be stored within 30 ft. of a tent, canopy, or other structure.
- All exit ways and ingress ways will be maintained clear of obstructions at all times.
- **Extinguish all fires at the end of each day.**
- Dump ashes in designated ash barrels. **NEVER DUMP ASHES IN TRASH CANS.**
- Operating appliances must be manned during their operation.

Contact us with questions:

Hearth, Patio & Barbecue Association | exhibits@hpba.org | 703-522-0086



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- Exhibitor-supplied electrical generators are not allowed. Electricity must be ordered through the order form in the Exhibitor Services section at www.hpexpo.com.

TENTS AND CANOPIES

- **Staking is not allowed in the Outdoor Burn Area parking lot.** Tents and canopies must be secured with weights such as water barrels, jersey barriers, sandbags, or the like.
- All tenting must be flame retardant with either **NFPA 701** or **(CPAI)-84** labeling. Tents or canopies may not be erected without certification.
- HPBA staff will work with exhibitors to obtain tent permitting required.
- Exhibitors displaying outdoor fire pits must operate them outside of booths, tents, or canopies, **and within their contracted exhibit space.**
- Fully enclosed booths must have a minimum of 2 exits. Exits shall be clearly marked.
- “No Smoking” signs must be conspicuously posted inside each tent.

FUEL SPECIFIC – PROPANE

- HPBA show management will supply filled propane tanks. Exhibitors are responsible for supplying the appropriate hoses for connection. Propane tanks in use must be secured.
- Propane tanks that are not in use will not be allowed inside booth space. Unused tanks must be stored in the fuel storage area designated by HPBA show management.
- Each propane appliance must have a readily accessible, approved shut off valve installed within 6 ft. of the appliance.
- Propane appliances are to have fuel shut off at the end of each day by the exhibitor.

FUEL – OTHER

- HPBA show management will supply and replenish propane tanks, cord wood, pellet fuel, and/or charcoal fuel to exhibitors who have submitted an Outdoor Burning Request Form requesting such fuel in advance (by **December 31, 2024**).

COOKING

- See separate file for additional requirements regarding cooking.

All exhibitors burning an appliance in the Outdoor Burn Area must obtain a Certificate to Burn from HPBA staff at the Ernest N. Morial Convention Center prior to show opening.

Updates may occur to this document. If any changes to Indoor Burn Requirements are made, HPBA show management will inform exhibitors immediately.

August 12, 2024

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