



MARCH 26-29
NEW ORLEANS, LOUISIANA

INDOOR BURNING REQUIREMENTS

These requirements are a supplement to the HPBExpo25 Trade Show Rules & Regulations, a part of the 2025 Application and Contract for Exhibit Space.

GENERAL REQUIREMENTS

- Exhibitors must complete and submit an **Indoor Burning Request Form**, including a drawing of their indoor exhibit space with burning appliance (and gas line drop locations, if applicable) clearly marked, to HPBA Show Management no later than **December 31, 2024**.
- All exhibitors burning an appliance inside the exhibit hall must obtain a **Certificate to Burn** from HPBA Show Management. Certificates will be distributed within your exhibit space on Wednesday, March 26, upon exhibitor acknowledgment of these requirements and fire inspector walk-through approval. Exhibitors must be available in exhibit spaces to correct any issues as needed.
- Exhibitors are solely responsible for providing information stating that each **appliance is certified** in accordance with all applicable regulations and standards (including, but not limited to 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 and considered if the exhibitor submits all the relevant design and operational information to HPBA show management, along with the forms mentioned above.
- Only natural gas or alcohol-fueled appliances are **permissible for burning** inside the exhibit hall. No combustible oils, solid fuels, LP gases, or flames of any other type will be permitted in the indoor exhibit hall. Violators will have fuel confiscated and will face consequences of possible booth closure, possible barring from future shows, and/or loss of priority points. **Propane is not allowed in the indoor exhibit hall. Violators will have tanks confiscated.**
- **Appliances must be located within the specific burn areas** as designated by HPBA show management and Ernest N. Morial Convention Center. See exhibit hall floor plan for details.
- **Cooking is not allowed** on or in any appliance in an indoor booth, regardless of the fuel source.
- Each exhibitor operating an appliance 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. Certified fire extinguishers can be rented through the official General Service Contractor, Freeman.
- Appliances with an exposed flame (natural gas or alcohol-fueled) **must face into the booth** if they are **located less than 3 feet** from the show floor aisles. Appliances with an exposed flame that cannot face into a booth (i.e.: fire pits, fire tables, torches, etc.) must be located **at least 3 feet from the show floor aisles**. *This is not applicable to fireplaces with an enclosed flame.*
- All new products must be **pre-burned** in advance to eliminate startup odors.
- All burning appliances must be **visually monitored** by exhibit staff when operating.
- Exhibitors will be **allowed access to the exhibit hall 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 will be given to all exhibitors at 8:00 am on Thursday, March 27, and at 9:30 am on Friday, March 28 and Saturday, March 29.
- Exhibitors must **maintain clearances to combustibles** as stated in the owner's manuals. Owner's manuals must be available upon request during any inspections during set-up or show days.

Contact us with questions:

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



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- **Indoor air quality will be monitored.** If air quality exceeds OSHA standards, equipment will be shut down until air quality is satisfactory.
- A state or city official is at liberty to come through exhibit spaces to inspect appliances. Exhibitors must be prepared to show **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 Ernest N. Morial Convention Center reserve the right to order any exhibitor to **discontinue firing an appliance.**

FUEL SPECIFIC REQUIREMENTS

Natural Gas

- Exhibitors burning natural gas appliances must have a **minimum exhibit space size of 400 sq. ft.**
- Operating natural gas-burning appliances must be located **at least 10' from all neighboring booths.**
- Vented gas logs and fireplaces must have vent pipe extending up at least **12 feet**, measuring from the floor. *Does not apply to vent-free hearth products or outdoor appliances.*
- Each natural gas appliance must have a readily accessible gas shut off valve within 6 ft. of the appliance. This valve must be closed at the end of each business day.
- Exhibitors requesting to burn a natural gas appliance must also **submit a natural gas connection order form** to Ernest N. Morial Convention Center. Links to order forms will be available in the 2025 HPBExpo Exhibitor Service Manual.
- Gas connections and leak checks will be completed on a **"First ready, First served" schedule.** Natural gas piping will be installed by the Ernest N. Morial Convention Center (see order forms in HPBExpo Exhibitor Service Manual). Once appliances are set up and ready for connection, exhibitors must contact ENMCC plumbing staff to be scheduled for appliance connection(s) to the main gas line. Be prepared to provide the appropriate appliance connectors and shutoff valves, as needed.
- Natural gas connections **cannot be changed out** between appliances. Only the original appliance that was inspected and approved prior to the show opening may be used. Extenuating circumstances that require an appliance change out must be approved by HPBA show management and Ernest N. Morial Convention Center.

Alcohol Fuel

- Exhibitors requesting to burn alcohol or ethanol fuel will have fuel storage limited to **2 gallons per 100 square feet** of booth space. If an additional amount of fuel needs to be stored, exhibitors may rent accessible outdoor storage space/delivery service from the official General Services Contractor, Freeman, for an additional fee. Visit the Freeman Exhibitor Service desk onsite in the exhibit hall to arrange for this service.

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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