



MARCH 3-6
NASHVILLE, TN

Application & Contract for Exhibit Space

Expo Programming Begins March 3, 2027 | Exhibits Open March 4-6, 2027
Music City Center | HPBExpo.com

These Tradeshow Rules & Regulations govern participation in HPBExpo27 and are incorporated by reference into the HPBExpo27 Application & Contract for Exhibit Space. By signing the Application & Contract, the Exhibitor agrees to comply with these Rules & Regulations, the Exhibitor Service Manual, and all applicable venue, local, state, and federal regulations.

1. EXHIBIT SPACE FEES

A. Non-Member Category

(Companies that are not HPBA members in good standing at the time of space selection and throughout the event.)

1. Priority Rate: **\$42** per sq. ft. (inline) / **\$44** per sq. ft. (corner/outdoor)
2. Early Bird Rate: **\$45** per sq. ft. (inline) / **\$47** per sq. ft. (corner/outdoor)
3. Standard Rate: **\$48** per sq. ft. (inline) / **\$50** per sq. ft. (corner/outdoor)
4. Late Entry Rate: **\$52** per sq. ft. (inline) / **\$54** per sq. ft. (corner/outdoor)

B. HPBA Member Category

(HPBA Members in good standing at the time of space selection and throughout the event.)

1. Priority Rate: **\$32** per sq. ft. (inline) / **\$34** per sq. ft. (corner/outdoor)
2. Early Bird Rate: **\$35** per sq. ft. (inline) / **\$37** per sq. ft. (corner/outdoor)
3. Standard Rate: **\$38** per sq. ft. (inline) / **\$40** per sq. ft. (corner/outdoor)
4. Late Entry Rate: **\$42** per sq. ft. (inline) / **\$44** per sq. ft. (corner/outdoor)

C. Rate Periods

1. Priority Rates available through **March 21, 2026**.
2. Early Bird Rates available **March 22, 2026 – September 30, 2026**.
3. Standard Rates available **October 1, 2026 – January 15, 2027**.
4. Late Entry Rates apply beginning **January 16, 2027**.

D. Space Configuration Pricing

1. **Inline booths** (standard booths open to an aisle on the front side only, with adjacent booths on both sides) are billed at the inline rate in 100 sq. ft. increments.
2. **Corner booths** (booths with aisle exposure on two sides) are billed at the published corner rate for each 100 sq. ft. increment located on a corner as designated on the official floor plan.
3. All **outdoor exhibit space** is billed at the higher published rate, regardless of configuration.
4. **Island booths** (booths with aisle exposure on four sides) will have the first 400 sq. ft. billed at the corner rate. Any remaining square footage will be billed at the inline rate.
5. HPBA Show Management reserves the right to determine final booth configuration classification and applicable billing based on the approved floor plan.

E. Large Booth Discount

Member exhibitors contracting 2,500 sq. ft. of exhibit space, or more, will receive a \$0.50 per sq. ft. discount on the applicable published rate.

2. ASSIGNMENT OF SPACE

A. Assignment Authority

HPBA Show Management reserves the right to determine which companies are eligible to exhibit and which products are eligible to be displayed at HPBExpo.

Exhibit space will first be assigned based on each company's Priority Point ranking, with due consideration given to (i) utility and service requirements and (ii) other factors relating to the successful management and operation of the tradeshow.

Island booths, as well as large and small booths, will be distributed throughout the exhibit hall at HPBA's discretion. HPBA Show Management reserves the right to modify or revise the floor plan at any time and to relocate or reassign exhibit space when deemed necessary due to operational, safety, construction, fire code, or event management requirements.

No guarantee is made regarding booth location, adjacency to other exhibitors, traffic flow, sightlines, or proximity to entrances, features, or sponsored areas.

B. Priority Points

1. Establishment of Priority Points

Priority Points are established for companies that have exhibited in the most recent five (5) shows and are recalculated annually. Only companies exhibiting at HPBExpo26 are eligible to participate in the **Priority Booth Selection** period for HPBExpo27.

2. Calculation of 2027 Priority Points

Priority Points for the 2027 show will be awarded as follows:

- a. Ten (10) points for each year a company exhibits in the most recent five (5) shows (2026-2022).
- b. One (1) point for each year a company exhibited prior to the most recent five (5) shows (prior to 2022).
- c. Two (2) points per year of HPBA membership since 1981.
- d. One (1) "Pioneer Point" for companies that have exhibited and maintained HPBA membership continuously every year since 1981.
- e. One (1) point for each 100 square feet of exhibit space over 300 square feet, at the 2026 show only.
- f. Additional points awarded for participation in official HPBExpo sponsorship programs (according to package level) for the 2026 show only.
- g. Five (5) points for booking within the official HPBExpo exhibitor housing block for the 2026 show; an additional ten (10) points will be awarded for booking a minimum of fifty (50) total room nights within the official housing block by January 5, 2026. Room night totals must be verified through the official HPBExpo housing provider to qualify.

3. Deduction and Forfeiture of Priority Points

Priority Points may be deducted or forfeited under the following circumstances:

- a. A five (5) point deduction will be applied to the following year's Priority Point total if booth dismantling begins prior to the official show closing time on Saturday.
- b. HPBA Show Management reserves the right to deduct up to ten (10) Priority Points from future totals for violations of the Tradeshow Rules & Regulations.
- c. Companies that do not exhibit for five (5) consecutive shows will forfeit **all** previously accumulated Priority Points.
- d. Companies not exhibiting at the 2026 show are not eligible to participate in 2027 Priority Booth Selection.

C. Priority Booth Selection Appointments

Priority Booth Selection will be conducted prior to and onsite at HPBExpo26 in New Orleans, March 2-6, 2026 and March 18-21, 2026. Each company will be assigned a specific appointment date and time based on its Priority Point ranking. In the event that two or more companies have accrued the same number of Priority Points, their order of selection will be determined randomly.

A complete list of appointment dates and times will be emailed to 2026 exhibitors and posted on the HPBExpo website prior to HPBExpo26. Companies must be present at HPBExpo26 to participate in Priority Booth Selection unless otherwise approved in writing by HPBA Show Management.

A thirty percent (30%) non-refundable deposit, as defined in the Application & Contract for Exhibit Space, is due at the time of booth reservation during Priority Booth Selection. Checks and credit cards will be accepted. Credit card payments may be subject to a processing fee, as permitted by applicable law.

Booth selection for all other companies will open on a first-come, first-served basis beginning Monday, March 30, 2026.

3. EXHIBIT FEES AND PAYMENT FOR SPACE

A. Applications will not be processed, nor space assigned, without all required signatures.

B. Payment Deadlines

1. If you reserve space during the Priority Booth Selection period of March 2-21, 2026, you must:

- a. Pay a non-refundable deposit of 30% of your exhibit fee, at the time of booth reservation;
- b. Pay an additional 30% of your exhibit fee by June 1, 2026; and
- c. Pay the remaining 40% of your exhibit fee by October 1, 2026.
- d. 30% of the total exhibit fee is non-refundable through July 15, 2026; 60% of the total exhibit fee is non-refundable July 16 – October 15, 2026; and 100% of the total exhibit fee is non-refundable after October 15, 2026.

2. If you submit an application that is received by HPBA Show Management March 22 – September 30, 2026, you must:

- a. Pay an increased Early Bird Exhibit Space Rate;
- b. Pay a deposit of 60% of your exhibit fee, of which a portion is non-refundable, within two weeks of your application and reservation; and
- c. Pay the remaining 40% of your exhibit fee by October 1, 2026.
- d. 30% of the total exhibit fee is non-refundable through July 15, 2026; 60% of the total exhibit fee is non-refundable July 16 – October 15, 2026; and 100% of the total exhibit fee is non-refundable after October 15, 2026.

3. If you submit an application that is received by HPBA Show Management October 1, 2026 – January 15, 2027, you must

- a. Pay an increased Standard Exhibit Space rate;
- b. Pay the full exhibit fee within two weeks of your application and reservation.
- c. Payments received after January 18, 2027 must be made using a credit card or electronic transfer.
- d. 60% of the total exhibit fee is non-refundable through October 15, 2026; and 100% of the total exhibit fee is non-refundable after October 15, 2026.

4. If you submit an application that is received by HPBA Show Management on or after January 16, 2027, you must

- a. Pay an increased Late exhibit space rate;
- b. Pay the full exhibit fee upon receipt of your invoice.
- c. Payments received after January 18, 2027, must be made using a credit card or electronic transfer.
- d. 100% of the total exhibit fee is non-refundable.

C. HPBA Show Management reserves the right to reassign the reserved space of any company that has not paid exhibit fees by the due date. Applicable cancellation fees will apply.

D. Checks must be made payable to: "HPBA" and sent to: Hearth, Patio & Barbecue Association, PO Box 412397, Boston, MA, 02241-2397 by regular mail (no courier services accepted). Receipt of a deposit does not create a binding agreement with any applicant for exhibit space. HPBA Show Management retains the right, in its sole discretion, to decline to accept an application by returning any submitted deposit.

E. If an exhibitor paying non-member exhibit fees decides to join HPBA for 2027 membership, the difference between the member and non-member price paid for exhibit fees may be applied to 2027 membership dues if the exhibiting company joins HPBA prior to the HPBExpo27 opening.

4. MERGERS AND PRIORITY POINTS

A. When companies merge, form a single entity, and elect to pay one HPBA membership fee, the new entity will be assigned the Priority Points of the pre-merger company with the highest total. Priority Points may not be combined. The new entity will accumulate additional Priority Points going forward.

B. When companies merge, pay one HPBA membership fee, and continue to operate as separate divisions or product lines with separate booths:

1. Each division or product line will retain its Priority Points at the time of merger.
2. The parent company will be responsible for allocating its membership-based Priority Points among its divisions or product lines.
3. Each division or product line will continue to accumulate Priority Points based on its own participation.
4. Booth selection will be made by each division or product line based on its individual Priority Point total.

C. When companies merge, pay one HPBA membership fee, and exhibit within a single, continuous booth:

1. The new entity will assume the Priority Points of the division or product line with the highest total.
2. Booth selection will be made based on that Priority Point total.

D. When companies merge but maintain separate HPBA memberships and separate exhibit spaces:

1. Each division or product line will retain its own Priority Points.
2. Each division or product line will select exhibit space independently based on its individual Priority Point total.

E. Exhibiting Company Listings

Each exhibiting company is entitled to one (1) primary booth listing included with its exhibit space. Listings appear on official floor plans, exhibitor directories, and the event mobile app.

Additional listings for affiliated brands, divisions, or product lines represented within the contracted exhibit space may be purchased for a fee. All additional listings must be approved by HPBA Show Management and must represent products or brands displayed within the contracted exhibit space.

5. SUBLETTING OF SPACE PROHIBITED

Exhibitors are not permitted to assign or sublet an exhibit space, or any part of the space allotted to them, nor shall they exhibit, or permit to be exhibited in their space, any merchandise or advertising materials that are not part of their company's regular product lines.

6. DOWNSIZE AND CANCELLATION POLICY

Exhibit 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 Show Management on or before October 15, 2026.

The amount of any refund due to the exhibitor will depend upon when HPBA Show Management receives such written notice. Notice of downsizing or cancellation must be sent to and acknowledged by HPBA Show Management: exhibits@hpba.org.

- a. Exhibitors whose downsizing or cancellation notices are received by HPBA Show Management on or before July 15, 2026, shall be liable for 30% of the price of the cancelled portion of the exhibit space, plus 100% of the price of the retained exhibit space.
- b. Exhibitors whose downsizing or cancellation notices are received by HPBA Show Management July 16 – October 15, 2026, shall be liable for 60% of the price of the cancelled portion of the exhibit space, plus 100% of the price of the retained exhibit space.
- c. Exhibitors whose downsizing or cancellation notices are received by HPBA Show Management after October 15, 2026, shall be liable for 100% of the price of the cancelled portion of the exhibit space, plus 100% of the price of the retained exhibit space.
- d. In the event of downsizing, the above liability percentages apply to the cancelled portion of the exhibit space. Exhibitors remain liable for 100% of the retained exhibit space.
- e. Exhibitors remain responsible for all exhibit space fees and cancellation liabilities regardless of payment status.
- f. Any refunds due will be processed within sixty (60) days after the conclusion of HPBExpo27.

7. ACCESSORIES INCLUDED WITH EXHIBIT SPACE

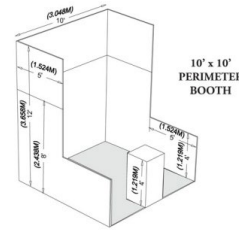
Each standard (inline) exhibit space includes:

- An 8' high back drape
- 3' high side rail dividers (where applicable)
- A standard identification sign displaying the company name and booth number

Standard booth size is 10' x 10', as indicated on the official floor plan.

Island booths do not include back drape or side rail dividers.

Carpet or other approved flooring is required for all indoor exhibit spaces. Flooring, furnishings, electrical service, and other utilities are not included and must be ordered through the Exhibitor Service Manual.



C. Perimeter Wall Booth:

A perimeter wall booth is a standard inline booth located along the outer wall of the exhibit hall.

Maximum height for display materials: 12' in the back half of the space; 4' in the front half of the space.

8. INSTALLATION AND REMOVAL OF EXHIBITS

Installation of indoor and outdoor exhibits may begin at 8 AM on March 1, 2027, and must be completed by 5 PM on March 3, 2027. If setup cannot be completed by the deadline, HPBA Show Management must be notified. If any exhibit is not set up and in order by 5 PM on March 3, 2027, HPBA Show Management reserves the right to reassign such space to another exhibitor or make such other use of the space deemed necessary or appropriate, with no refund being made to the original contracting exhibitor.

Note: Setup hours specified here are subject to change, in which case all exhibitors will be notified in writing. However, the requirements for setup to be completed by 5 PM on March 3, 2027, will not change.

9. EXHIBIT HALL DATES & HOURS

Dates and hours for the exhibit hall are scheduled as follows:

- Thursday, March 4, 2027 – 10 AM – 5 PM
- Friday, March 5, 2027 – 10 AM – 5 PM
- Saturday, March 6, 2027 – 10 AM – 1 PM

The above hours are for the exhibit hall and do not include pre/post-show events and/or meetings. **Hours are subject to change.** Check the HPBExpo website for full schedule and updated times prior to event.

Indoor exhibitors will have access to the show floor at **7:30am on March 4**, and at **8:00am on March 5 and 6**. Outdoor exhibitors will have access to the outdoor burn area at **7:30am on March 4-6**. Exhibits are to be kept intact until the closing of the exhibition (presently planned as **1 PM on March 6**). No part of an exhibit shall be removed during the show without special permission from HPBA Show Management. All exhibits must be fully removed by **12 PM on March 8**. If exhibits are not removed by that deadline, HPBA Show Management has the right to remove exhibits and charge the removal expense to the exhibitor. Review the official general service contractor's terms and conditions regarding labor and shipping charges for freight not picked up.

10. BOOTH CONSTRUCTION / DESIGN / LAYOUT

INDOOR SPACE

Booth construction and display regulations are intended to ensure clear sightlines, safe structures, and a professional exhibit environment for all participants. All exhibits must comply with these guidelines, as well as applicable venue and fire code requirements.

A. Sightline Requirements (Applies to All Booth Types):

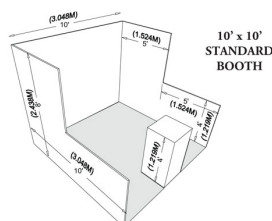
Display materials, fixtures, and structures over 4' in height within 10' of an adjacent booth must be set back at least 5' from the aisle line to maintain clear sightlines into neighboring exhibits.

All exhibit structures must be designed and installed to ensure stability and to withstand normal contact or vibration.

B. Standard Booth:

A standard (inline) booth is typically a 10' x 10' exhibit space with one side exposed to an aisle and adjacent exhibitors on either side.

Maximum height for display materials: 8' in the back half of the space; 4' in the front half of the space.



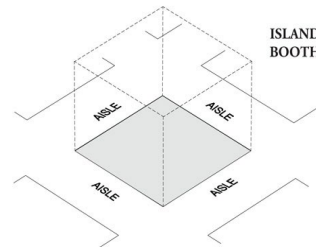
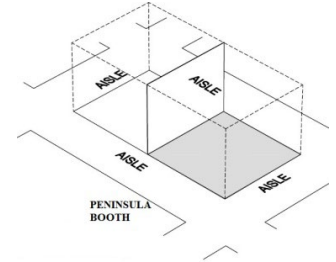
D. Peninsula Booth:

A peninsula booth consists of four or more standard booth spaces arranged back-to-back, with aisles on three sides.

Maximum height for display materials: 20'.

All multi-story exhibits and any exhibit components exceeding 12' in height must have structural drawings available for review upon request.

Exhibitors must also post signage indicating the maximum occupancy for any multi-level structure. Peninsula booth configurations are subject to approval by HPBA Show Management.



E. Island Booth:

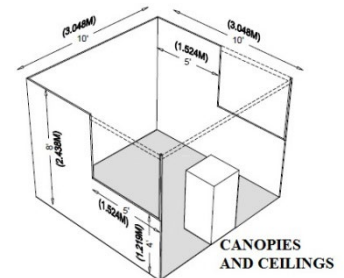
An island booth is a display with aisles on all four sides.

Maximum height for display materials: 20'.

All multi-story exhibits and any exhibit components exceeding 12' in height must have structural drawings available for review upon request. Exhibitors must also post signage indicating the maximum occupancy for any multi-level structure.

F. Canopies & Ceilings: Canopies, ceilings, umbrellas, and similar overhead structures are permitted for decorative purposes only and must comply with the height restrictions of the applicable booth type.

Canopies and ceilings may not be used for signage or branding, must not obstruct sightlines into neighboring booths, and must comply with fire safety and sprinkler clearance requirements.



G. Towers:

Towers are free-standing exhibit components used for display or identification purposes. Towers must comply with the height limits of the applicable booth type. Towers exceeding 8' in height must have structural drawings available for review upon request.

H. Hanging Signs:

Hanging signs and graphics are permitted only for island and peninsula booths and must receive prior written approval from HPBA Show Management through the process of submitting a Request for Variance.

Hanging signs have a maximum height of 20', subject to venue restrictions, and must comply with all rigging and safety requirements of the facility. Final placement and height are subject to approval by HPBA Show Management and the venue.

I. Display Boundaries

No booth display shall extend outside the boundaries of the paid exhibit space.

J. Flooring

All indoor exhibit spaces must be fully covered with carpet or other approved flooring. Exposed concrete floors are not permitted indoor. Flooring is not required for outdoor booths.

K. Approval and Compliance

HPBA Show Management reserves the right to review, approve, and require modification of any exhibit that does not comply with these guidelines. Exhibits that do not meet safety, fire code, or design requirements may be restricted or prohibited from operation.

L. SOLID-FUEL APPLIANCE DISPLAY REQUIREMENTS (INDOOR)

Exhibitors of solid-fuel burning appliances that are displayed in the indoor exhibit area shall only display appliances that are included in one of the following categories:

1. EPA certified appliances complying with May 2020 particulate emission standards as defined in the EPA Residential Wood Heater New Source Performance Standard (NSPS) (40 CFR 60 Subpart AAA and QQQQ);
2. EPA exempted cookstoves;
3. EPA exempted coal-only heaters;
4. An appliance that is not a "room heater" or "central heater" as defined in the EPA Residential Wood Heater NSPS (40 CFR 60 Subpart AAA and QQQQ) (i.e., factory-built fireplaces); or,
5. Site-constructed open masonry fireplaces.

Any product that is covered by EPA's NSPS regulations, but is not yet certified, must display a sign next to the product that reads, "Not for Sale." Other solid-fuel burning products must have prior written approval from HPBA Show Management at least 60 days prior to show opening.

Exhibitors should be aware that EPA enforcement staff may be present on-site. Any compliance questions should be addressed in advance of the event. For additional information, refer to the EPA Residential Wood Heater NSPS: <https://www.epa.gov/residential-wood-heaters/final-new-source-performance-standards-residential-wood-heaters>.

M. VARIANCES AND EXCEPTIONS

Requests for exceptions to these Rules and Regulations (showing good cause) must be applied for by completing a Request for Variance Form and approved by HPBA Show Management. All requests must be received by **January 18, 2027**. No request for variances shall be accepted after that date. A fee will be incurred per request item.

10.1 INDOOR BURNING

Exhibitors wishing to operate appliances within the indoor exhibit space must comply with the following requirements. All installations and operations are subject to approval by HPBA Show Management, the facility, and local fire authorities.

A. Approval Requirements

Exhibitors must submit the following no later than December 1, 2026:

1. Completed Indoor Burning Request form
2. Booth layout and design, including appliance placement

Written approval from HPBA Show Management is required for indoor burning operations.

B. Permitted Fuels and Appliances

1. Only natural gas and alcohol/ethanol-fueled appliances may be operated indoors
2. Each natural gas appliance is limited to one gas connection
3. Only the specific appliance approved and tested on-site may be operated

Substitution of appliances after approval requires written approval from HPBA Show Management.

C. Booth Size and Location Requirements

1. Indoor burning is permitted only in booths designated for this purpose on the official floor plan
2. A minimum of 400 square feet is required
3. Booths must be configured as island

D. Installation and Safety Requirements

1. All appliances must be installed in accordance with manufacturer specifications and all applicable local codes
2. One or more fire extinguishers must be present in each booth, as required by local authorities
3. At least one fire extinguisher must be placed **within 30 feet** of each burning appliance, and **within 5 feet** of exposed flame
4. Each natural gas appliance must have a readily accessible shut-off valve located **within 6 feet** of the appliance and within the booth
5. Vented appliances must have exhaust venting extending a minimum of **12 feet above the floor**

All installations are subject to inspection prior to and during the event.

E. Clearances and Operation

1. Operating appliances must be positioned at least 10 feet from neighboring booths
2. Appliances with an exposed flame must be positioned so that the flame is at least 3 feet from any aisle
3. Cooking is not permitted in indoor exhibit spaces
4. All appliances must be operated in a manner that does not create safety hazards or nuisance conditions

HPBA Show Management reserves the right to require modification or discontinuation of any appliance operation.

F. Product Readiness and Documentation

1. Exhibitors must have owner's manuals available for all operating appliances
2. Exhibitors must provide documentation confirming that appliances are safety tested and listed for their intended use

Prototypes may be displayed and operated only with prior written approval from HPBA Show Management. Exhibitors must submit complete technical documentation, along with a letter from a recognized testing laboratory confirming that the product is currently undergoing testing and is considered safe for demonstration under trade show conditions. HPBA Show Management reserves the right to approve or deny any prototype at its sole discretion.

G. Pre-Show Preparation

All appliances must be pre-burned prior to arrival to eliminate startup odors and emissions.

H. Fuel Storage (Alcohol/Ethanol)

Fuel storage for alcohol/ethanol appliances is limited to **2 gallons per 100 square feet** of exhibit space.

I. Enforcement

All operating appliances are subject to inspection at any time. HPBA Show Management, the facility, and fire officials reserve the right to:

1. Deny operation of any appliance
2. Require modification to installations
3. Shut down any appliance deemed unsafe or non-compliant

J. Additional Requirements

Additional or updated requirements may be issued in the online Exhibitor Service Manual. All conditions are subject to change based on venue regulations and fire code requirements.

10.2 OUTDOOR BURNING

Exhibitors operating solid fuel, oil, propane, or other fuel-burning appliances in the outdoor burn area must comply with the following requirements. All installations and operations are subject to approval by HPBA Show Management, the facility, and local fire authorities.

A. Approval and Documentation

Exhibitors must provide documentation confirming that each appliance either:

1. Has been safety tested and listed for its intended use; or
2. Is a prototype submitted for review with complete design and operational details

Prototype Appliances:

Prototypes may be displayed and operated only with prior written approval from HPBA Show Management. Exhibitors must submit complete technical

documentation, along with a letter from a recognized testing laboratory confirming that the product is currently undergoing testing and is considered safe for controlled demonstration under trade show conditions. HPBA Show Management reserves the right to approve or deny any prototype at its sole discretion.

All required documentation must be submitted to HPBA Show Management no later than December 1, 2026. Written approval is required prior to operation. Exhibitors must have owner's manuals available on-site for all appliances.

B. Additional Requirements for Solid Fuel Appliances

The following requirements apply specifically to solid fuel burning appliances (e.g., wood, pellets, charcoal, coal) and are based on EPA regulations.

Solid fuel appliances operated in the outdoor burn area must meet one of the following criteria:

1. EPA-certified appliances compliant with the May 2020 particulate emission standards under the *EPA Residential Wood Heater New Source Performance Standard (NSPS)* (40 CFR Part 60, Subparts AAA and QQQQ);
2. EPA-exempt cookstoves;
3. EPA-exempt coal-only heaters;
4. Appliances that do not meet the definition of a "room heater" or "central heater" under the EPA NSPS (e.g., factory-built fireplaces); or
5. Site-constructed open masonry fireplaces

Other solid-fuel burning products require prior written approval from HPBA Show Management at least 60 days prior to show opening.

C. Installation Requirements

1. All installations must comply with applicable local codes, manufacturer specifications, and ANSI/NFPA 211 (latest edition), where applicable
2. Site-constructed installations must meet all structural and safety requirements
3. All appliances must be installed in a safe and professional manner

D. Chimney and Venting Requirements

Chimneys for solid fuel-burning appliances must:

1. Be safety tested and listed
2. Terminate at least 8 feet above ground level
3. Terminate with a chimney cap and spark arrestor
4. Terminate at least 3 feet above any trailer, tent or roof assembly the chimney penetrates
5. Be at least 2 feet higher than any structure within 10 feet, including adjacent booths (except direct vent pellet stoves)
6. Be properly supported and may not be attached to tents or structures in an unsafe manner

E. Fire Safety Requirements

1. Each booth must have fire extinguisher(s) as required by local authorities
2. Fuel storage and handling must comply with all applicable safety regulations
3. All installations and operations are subject to inspection

F. Operation and Smoke Management

Exhibitors must operate appliances in a manner that minimizes smoke and avoids impact on neighboring booths. Appliances must be fully operational prior to show opening each day and excessive smoke or unsafe operation is not permitted.

HPBA Show Management reserves the right to require modification or discontinuation of any appliance operation that creates excessive smoke or safety concerns.

G. Outdoor Cooking and Food Handling

Exhibitors using cooking appliances must comply with all applicable local health regulations related to food handling, preparation, and storage. See additional information and requirements specific to this event's location, published in the online Exhibitor Service Manual.

H. Enforcement

All outdoor burning exhibits are subject to inspection at any time. HPBA Show Management, the facility, and fire officials reserve the right to:

1. Deny operation of any appliance
2. Require modification to installations
3. Shut down any appliance deemed unsafe, non-compliant, or disruptive

Failure to comply with these requirements may result in loss of operating privileges and/or additional penalties as outlined in these Rules and Regulations.

I. Additional Requirements

Additional or updated requirements will be provided in the online Exhibitor Service Manual. All conditions are subject to change based on venue regulations and fire code requirements.

Intent of Policy

These requirements are intended to allow exhibitors to effectively showcase fuel-burning appliances while maintaining a safe environment and minimizing impact to neighboring booths. Exhibitors are expected to operate in a manner consistent with industry best practices and regulatory expectations.

11. CHARACTER OF EXHIBIT

HPBExpo is a professional business-to-business event intended to support productive business interactions, product discovery, and industry engagement. Exhibitors are expected to conduct themselves in a professional, respectful, and safe manner at all times.

A. General Conduct

HPBA Show Management reserves the right to determine the appropriateness of any exhibit, product display, activity, or conduct.

Exhibits must be operated in a professional manner that does not detract from the overall environment of the event or interfere with the experience of other exhibitors or attendees.

HPBA Show Management may restrict, modify, or remove any exhibit, display, activity, or conduct deemed unsafe, disruptive, misleading, or inconsistent with the purpose and standards of HPBExpo.

B. Use of Exhibit Space

Exhibitors may conduct business, display products, and distribute materials only within the boundaries of their contracted exhibit space.

The following activities are prohibited unless expressly approved by HPBA Show Management:

1. Distribution of literature, promotional materials, or giveaways outside contracted exhibit space
2. Solicitation in aisles, common areas, or another exhibitor's booth
3. Activities that obstruct aisles, create crowding, or interfere with neighboring exhibits

C. Sound, Lighting, and Demonstrations

Exhibits must be operated in a manner that does not unreasonably interfere with neighboring exhibitors or the overall show environment.

1. Audio/visual presentations, microphones, music, machinery, and other sound-producing devices must be maintained at a reasonable volume
2. Flashing lights, strobe effects, lasers, or similar lighting effects must not create safety concerns or disrupt neighboring exhibits
3. Demonstrations and presentations must remain within the exhibitor's contracted exhibit space

HPBA Show Management may require adjustment or discontinuation of any activity determined to be excessive, disruptive, or unsafe.

D. Photography and Competitive Conduct

Exhibitors may not photograph, video record, or otherwise capture images or content of another exhibitor's booth or products without permission from that exhibitor. Entry into another exhibitor's booth without permission is prohibited.

The use of deceptive, misleading, or unethical methods to obtain competitive information is prohibited and may result in removal from the event and/or additional penalties.

E. Unauthorized Marketing Activity

Only contracted exhibitors and approved sponsors may conduct promotional, marketing, or sales activities in connection with HPBExpo. Unauthorized solicitation, advertising, demonstrations, or distribution of materials by non-exhibitors or outside contracted exhibit space is prohibited. HPBA Show Management may remove any individual or organization engaging in unauthorized activity.

F. Competing Events and Promotions

The promotion, solicitation, or sale of exhibit space for other trade shows, conferences, or industry events not sponsored or endorsed by HPBA Show Management is prohibited at HPBExpo.

G. Compliance and Enforcement

Exhibitors are responsible for ensuring that their employees, representatives, contractors, and agents comply with these Rules and Regulations.

HPBA Show Management reserves the right to:

1. Restrict or discontinue any activity that violates these rules
2. Remove individuals or materials from the exhibit floor
3. Apply penalties as outlined elsewhere in these Rules and Regulations

12. FOOD AND BEVERAGE

A. General Policy

All food and beverage distribution, sampling, and service must comply with facility regulations, local health codes, and HPBA Show Management requirements.

Food and beverage activities may only take place within an exhibitor's contracted exhibit space unless otherwise approved by HPBA Show Management.

B. Catering and Food Service

Exhibitors must arrange any food and beverage service within their booth through the official facility caterer.

Food and beverage service may include receptions, hospitality service, packaged items, all beverages, and other approved menu offerings, subject to venue policies and applicable regulations.

Exhibitors are responsible for coordinating directly with the official caterer regarding

1. Menu selections
2. Staffing requirements
3. Service arrangements
4. Applicable permits or approvals

Additional ordering information will be provided in the Exhibitor Service Manual.

C. Product Sampling

Exhibitors may request approval to distribute sample-size food or beverage portions in connection with product display or demonstration.

1. Sampling must comply with all applicable health and safety regulations
2. Portion sizes must be limited to sample-size servings
3. Any non-catered food or beverage sampling requires prior approval from the official caterer, as required by venue policy

D. Cooking Restrictions

Cooking is not permitted within indoor exhibit spaces. Cooking demonstrations and live food preparation are permitted only within approved outdoor exhibit areas and must comply with all applicable fire, health, and safety regulations.

E. Alcohol Service

Alcohol service is permitted only with prior approval and must comply with all venue and local regulations.

1. Alcohol must be ordered through and served by the official caterer
2. Alcohol service may begin no earlier than 12 PM on exhibit days
3. Exhibitors are responsible for ensuring service is conducted in a safe and professional manner

HPBA Show Management may restrict or discontinue alcohol service at any time.

F. Compliance and Enforcement

Exhibitors approved to serve or sample food or beverages are responsible for obtaining any required permits, licenses, or insurance and for complying with all applicable health, safety, and facility regulations. HPBA Show Management reserves the right to restrict or discontinue any food or beverage activity that does not comply with these requirements.

13. PHOTOGRAPHY, VIDEO, AND RECORDING

Cameras will be allowed on the show floor, but no picture taking, including any digital pictures or videos, is allowed without the express approval of a company representative in the booth that is being photographed or recorded.

A. Exhibitor Consent

Exhibitors control access to their own exhibit space. No photography, video recording, or live streaming may occur within an exhibitor's booth without the express permission of the exhibitor.

Exhibitors may request that photography or recording be paused or stopped within their exhibit space at any time.

B. Attendee and Media Use

Attendees and media may capture general show floor images and video for personal, editorial, or promotional use, provided that:

1. They do not enter another exhibitor's booth without permission
2. They do not interfere with exhibit operations or attendee flow
3. They comply with any posted restrictions or instructions from HPBA Show Management

C. Commercial Use and Competitive Intelligence

The use of photography, video, or recording for the purpose of collecting competitive intelligence, product duplication, or other non-authorized commercial purposes is prohibited.

HPBA Show Management reserves the right to remove individuals from the show floor for violations of this policy.

D. Enforcement

HPBA Show Management may restrict or prohibit photography or recording activities that:

1. Disrupt the exhibit environment
2. Violate exhibitor rights or privacy
3. Are conducted in an unethical or non-compliant manner

14. BUSINESS ACTIVITY AND ON-SITE TRANSACTIONS

HPBExpo is a business-to-business (B2B) trade event intended to support product education, business development, and commercial transactions between exhibitors and qualified industry attendees.

A. Commercial Activity

Exhibitors may conduct business activity appropriate to their products and services within their contracted exhibit space, including:

1. Writing orders for future delivery
2. Processing purchase orders or contracts
3. Providing pricing, quotations, and product specifications
4. Conducting commercial transactions consistent with the exhibitor's approved business category and exhibit purpose

All transactions and business activity must be conducted in a professional manner consistent with the business-to-business nature of HPBExpo.

B. Consumer-Oriented Products

Exhibitors displaying products that are commonly sold directly to consumers may conduct sales activity within their contracted exhibit space, provided such activity:

1. Is consistent with the approved purpose of the exhibit
2. Does not create disruption or excessive crowding
3. Does not interfere with neighboring exhibitors or aisle traffic
4. Remains secondary to the overall business and professional nature of the event

C. Prohibited Activities

The following activities are prohibited:

1. Sales, solicitation, or distribution of products outside contracted exhibit space

2. Unapproved aisle sales or roaming sales activity
3. Activity that creates a retail-vending environment inconsistent with the professional business purpose of HPBExpo
4. Unauthorized solicitation by non-exhibitors

D. Compliance

Exhibitors are responsible for complying with all applicable laws, tax requirements, licensing requirements, and venue policies related to on-site transactions and product sales.

E. Enforcement

HPBA Show Management reserves the right to restrict or prohibit any activity determined to be inconsistent with:

1. The business-to-business purpose of HPBExpo
2. Applicable venue or regulatory requirements
3. The safe and professional operation of the event

15. INDEMNIFICATION, LIMITATION OF LIABILITY, AND INSURANCE

A. Indemnification

Exhibitor agrees to be responsible for its own actions and those of its employees, contractors, agents, and representatives while participating in HPBExpo.

To the fullest extent permitted by law, Exhibitor agrees to defend, indemnify, and hold harmless HPBA, Show Management, the convention center, the official service contractors, and their respective officers, directors, employees, agents, and representatives from and against any and all claims, demands, losses, liabilities, damages, or expenses (including reasonable attorneys' fees) arising out of or related to:

1. Exhibitor's participation in HPBExpo
2. Installation, operation, or dismantling of exhibits
3. Use of exhibit space or show-related facilities
4. Acts or omissions of Exhibitor or its representatives

This indemnification does not apply to claims arising solely from the gross negligence or willful misconduct of the indemnified parties.

B. Limitation of Liability

HPBA, Show Management, and their contractors shall not be liable for any loss, damage, theft, or injury to Exhibitor property or personnel, regardless of cause, except to the extent directly caused by their gross negligence or willful misconduct.

Exhibitor acknowledges that it participates in HPBExpo at its own risk and is responsible for maintaining appropriate insurance coverage.

C. Insurance Requirements

Exhibitor shall maintain, at its own expense, insurance coverage appropriate to its participation in HPBExpo, including but not limited to:

1. Commercial General Liability
2. Property insurance for exhibit materials
3. Workers' compensation as required by law

Upon request, Exhibitor shall provide certificates of insurance and additional insured endorsements naming HPBA, Show Management, and other required parties as specified by HPBA.

Coverage limits and specific requirements will be communicated prior to the event.

D. Responsibility for Property

Exhibitor is solely responsible for the security of its own property, materials, and exhibit contents.

HPBA is not responsible for loss or damage to Exhibitor property, whether in transit, during installation, show hours, or dismantle.

16. EXHIBIT PROPERTY AND SECURITY

A. Exhibitor Responsibility

Exhibitors are solely responsible for the security and condition of their exhibit space, materials, and property at all times, including during installation, show hours, and dismantle.

Exhibitors are encouraged to take appropriate precautions, including:

1. Securing or removing valuable or portable items

2. Using locking display cases or secure storage
3. Arranging for additional booth security, if desired

B. Show Security

HPBA Show Management may provide general perimeter security for the exhibit hall. Such security is intended to support overall event operations but does not guarantee the protection of individual exhibits or property.

C. Loss or Damage

HPBA, Show Management, the facility, and their contractors are not responsible for loss, theft, or damage to exhibitor property.

Exhibitors assume all risk associated with their participation and are responsible for maintaining appropriate insurance coverage.

D. Damage to Facility or Equipment

Exhibitors are responsible for any damage caused to the facility, rental equipment, or adjacent exhibit spaces as a result of their installation, operation, or dismantling.

This includes, but is not limited to, damage to tents, structures, flooring, or equipment in the outdoor burn area.

17. FORCE MAJEURE

HPBA shall not be deemed in default of this agreement and shall not be liable for any delay, interruption, modification, or cancellation of HPBExpo resulting from circumstances beyond its reasonable control.

Such circumstances may include, but are not limited to Acts of God, fire, flood, or severe weather; Government regulation or intervention; Public health emergencies, epidemics, or pandemics; Labor disputes, strikes, or supply chain disruptions; Acts of terrorism, civil unrest, or threats to public safety; or Venue unavailability or other facility-related issues.

A. Event Modification or Cancellation

If HPBExpo is delayed, relocated, modified, or canceled as a result of a force majeure event, HPBA Show Management reserves the right to determine the appropriate course of action, including but not limited to:

1. Rescheduling the event
2. Relocating the event
3. Modifying the format (including virtual or hybrid components)
4. Cancelling the event

B. Fees and Refunds

In the event of cancellation or material disruption due to force majeure, HPBA Show Management will determine, in its sole discretion, the extent to which exhibitor fees may be refunded or credited, after consideration of expenses incurred in connection with the event.

Exhibitors agree that any refund or credit shall be limited to the amount of fees paid and shall not include any indirect or consequential damages.

C. Limitation of Liability

Exhibitor agrees that HPBA shall not be liable for any additional costs, expenses, or damages incurred by the exhibitor, including but not limited to travel, lodging, shipping, labor, or other out-of-pocket expenses.

18. FIRE & SAFETY REGULATIONS

All exhibitors must comply with applicable fire codes, safety regulations, and requirements established by the facility, local authorities, and HPBA Show Management.

A. General Fire Safety

1. The use of open flames, combustible materials, fuels, or flammable substances is prohibited except as expressly permitted under Sections 10.1 (Indoor Burning) and 10.2 (Outdoor Burning)
2. Combustible materials, including packaging, crates, and debris, may not be stored within or behind exhibit booths
3. All decorative materials, draping, and display elements must be flame-retardant and compliant with applicable fire codes

B. Fuel and Equipment

1. Storage and handling of fuels must comply with all applicable safety regulations and fire codes
2. Fuel quantities, types, and storage methods are subject to approval by HPBA Show Management and fire officials

C. Fire Protection Equipment

1. Exhibitors must provide fire extinguishers and any required safety equipment as specified by local fire authorities or as required under applicable sections of these Rules and Regulations
2. Fire protection equipment must be accessible and properly maintained at all times

D. Inspections and Compliance

All exhibits, appliances, and installations are subject to inspection by HPBA Show Management, the facility, and local fire officials.

HPBA Show Management and fire authorities reserve the right to:

1. Require modification of any exhibit or installation
2. Restrict or prohibit the use of any equipment or material
3. Shut down any exhibit or operation deemed unsafe or non-compliant

E. Enforcement

Failure to comply with fire and safety regulations may result in immediate suspension of operations, removal of equipment, or closure of the exhibit, without refund, and may impact participation in future events.

19. REGISTRATION AND BADGE POLICIES

A. Badge Allotment

Exhibitor personnel badges are allocated based on exhibit space.

1. Each exhibiting company will receive two (2) complimentary badges per 100 square feet of exhibit space
2. Additional badges may be purchased at the published rates
3. HPBA member companies may be eligible for additional badges in accordance with membership policies

B. Badge Use

All individuals accessing the exhibit floor must be properly registered and must wear an official HPBExpo badge at all times.

1. Badges are non-transferable and may only be used by the individual to whom they are assigned
2. Badge sharing, lending, or misuse is strictly prohibited

C. Eligibility

Exhibitor badges are intended for employees and authorized representatives of exhibitors. Badges may not be used to provide access to individuals who do not meet exhibitor or attendee eligibility requirements. HPBA Show Management reserves the right to determine eligibility for all badge types and to deny or revoke credentials at its discretion.

D. Enforcement

HPBA Show Management reserves the right to:

1. Request identification to verify badge ownership
2. Revoke badges used in violation of these policies
3. Remove individuals from the exhibit floor who are not properly credentialed

20. ACTIVITIES OUTSIDE THE CONVENTION CENTER / ANCILLARY EVENTS

To protect the value of HPBExpo as the industry's central marketplace, all activities held in conjunction with the event are subject to HPBA Show Management approval.

A. Prohibited Activities

The following activities are not permitted during official HPBExpo event days (including education sessions, meetings, and exhibit hours):

1. Offsite product displays, demonstrations, or exhibitions
 2. Private showrooms or product showcases hosted by exhibiting or non-exhibiting companies
 3. Any event that replicates or competes with the exhibit hall experience
- This applies to all entities, including manufacturers, distributors, retailers, service providers, and other industry participants.

B. Ancillary Meeting & Event Requests

Organizations wishing to host meetings or events in conjunction with HPBExpo must submit an Ancillary Meeting & Event Request for review and approval. This includes (but is not limited to):

1. Meetings held at official HPBExpo hotels
2. Events held at offsite venues

3. Hospitality functions involving HPBExpo attendees

HPBA Show Management coordinates meeting space and scheduling to:

1. Avoid conflicts with official programming
2. Protect exhibitor investment
3. Maintain a cohesive event experience

Product displays are not permitted at these events unless prior written approval is granted by HPBA Show Management.

C. Hotel and Venue Control

HPBA Show Management works with official hotels and venues to manage meeting space during HPBExpo. Organizations may not:

1. Reserve meeting or event space within the HPBExpo hotel block without approval
2. Host unapproved events that conflict with HPBExpo programming

D. Enforcement

HPBA Show Management reserves the right to take action against any organization or individual that violates this policy. Actions may include:

1. Loss of priority points
2. Cancellation of exhibit space
3. Removal from the current event
4. Denial of participation in future HPBExpo events
5. Loss or restriction of membership privileges

21. OFFICIAL GENERAL CONTRACTOR

HPBA Show Management has appointed Freeman as the official general contractor for HPBExpo27. HPBA Show Management will provide an Exhibitor Service Manual (ESM) at least three (3) months prior to the event. The ESM will serve as the primary resource for exhibitors and will include access to shipping and material handling instructions; order forms and links for furnishings, carpet, utilities, and labor services; installation and dismantle information; and important deadlines and operational guidelines.

A. Official Contractor Services

Freeman is authorized to provide standard trade show services, including:

1. Material handling (drayage)
2. Labor for installation and dismantle
3. Furnishings and booth equipment
4. Other show-related services

B. Use of Services

Exhibitors may utilize the services of the official contractor and approved vendors, in accordance with these Rules and Regulations and the Exhibitor Service Manual.

C. Labor and Installation

Exhibitors are responsible for complying with all applicable labor regulations and venue requirements. Specific labor guidelines, including when labor is required, will be outlined in the Exhibitor Service Manual.

22. EXHIBITOR APPOINTED CONTRACTORS

An Exhibitor Appointed Contractor (EAC) is any company or individual, other than the official general contractor, providing services to an exhibitor.

A. Approval and Requirements

Exhibitors wishing to use an EAC must submit an EAC Request Form no later than January 18, 2027. The request must include:

1. Company name and contact information of the EAC
2. Names of all exhibiting companies the EAC will service
3. Number of personnel who will be working onsite

Only approved EACs will be permitted to perform work on the show floor.

B. Insurance Requirements

All EACs must provide a Certificate of Insurance (COI) meeting the coverage limits and requirements specified by HPBA. The COI must:

1. Name HPBA, the facility, and the official general contractor as additional insureds (as required)
2. Be submitted in advance of the event
3. Remain valid for the duration of the event, including move-in and move-out

EACs that do not meet insurance requirements will not be permitted access to the exhibit floor.

C. Scope and Personnel

EACs must:

1. Provide only services within their contracted scope
2. Use qualified, full-time personnel appropriate for the services being performed
3. Comply with all show rules, safety requirements, and facility regulations

HPBA reserves the right to limit or deny access to any EAC that does not meet these requirements.

D. Check-In and Access

All EAC personnel must:

1. Check in upon arrival
2. Provide proper identification and credentials
3. Obtain authorization and wristband before accessing the exhibit floor

Wristbands must be worn at all times while working in the facility.

E. Exhibitor Responsibility

Exhibitors are fully responsible for the actions of their EAC, including:

1. Compliance with all Rules and Regulations
2. Damage to the facility or other exhibits
3. Adherence to installation and dismantle schedules

Failure of an EAC to comply may result in penalties to the exhibitor.

F. Compliance and Enforcement

HPBA Show Management reserves the right to:

1. Deny or revoke EAC approval
2. Remove non-compliant personnel from the exhibit floor
3. Require exhibitors to cease use of an EAC
4. Apply penalties as outlined in these Rules and Regulations

23. MINORS ON THE SHOW FLOOR

For safety and liability reasons, children under the age of twelve (12), including infants, are not permitted on the exhibit floor at any time. Individuals age twelve (12) and older are permitted on the show floor but must:

- a. Be properly registered
- b. Wear an official HPBExpo badge at all times

HPBA Show Management reserves the right to request proof of age and to deny or revoke access to the exhibit floor as necessary to enforce this policy.

24. AMENDMENTS AND ENFORCEMENT

HPBA Show Management reserves the sole right to interpret, amend, and enforce these Tradeshow Rules and Regulations. All matters and questions not specifically covered in these Rules and Regulations are subject to the decision of HPBA Show Management. Any such decisions shall be final. HPBA Show Management may update or modify these Rules and Regulations at any time. Exhibitors will be notified of any material changes.

A. Exhibitor Responsibility

Each exhibitor is responsible for ensuring that its employees, representatives, contractors (including Exhibitor Appointed Contractors), and agents comply with these Rules and Regulations and all applicable facility and safety requirements.

B. Enforcement Actions

In the event of a violation, HPBA Show Management reserves the right to take any action deemed necessary, including but not limited to:

1. Denial or restriction of exhibit setup
2. Removal or modification of exhibits or activities
3. Removal of personnel from the exhibit floor
4. Loss of priority points
5. Cancellation of exhibit space without refund
6. Denial of participation in future HPBExpo events

Violations may also result in suspension or expulsion from HPBA membership, or, in the case of non-members, loss of eligibility to participate in future events.

C. Governing Agreements

Exhibitors are bound by these Rules and Regulations, the Exhibit Space Application & Contract, and all applicable agreements with the event facility. In the event of a conflict, HPBA Show Management will determine the governing provision.

25. AMERICANS WITH DISABILITIES ACT (ADA)

A. Compliance

Exhibitors are responsible for ensuring their exhibit and all related activities comply with the Americans with Disabilities Act (ADA) and all applicable accessibility requirements. This includes, but is not limited to:

1. Providing accessible exhibit design and staffing accommodations as required
2. Ensuring materials, demonstrations, and interactions are reasonably accessible to persons with disabilities
3. Complying with any applicable federal, state, and local accessibility laws

B. Agreement

Exhibitors agree to indemnify and hold harmless HPBA, its officers, directors, employees, agents, contractors, and the facility from any claims, liabilities, damages, or expenses arising from the exhibitor's failure to comply with ADA requirements.

26. INTELLECTUAL PROPERTY, LIBEL, SLANDER

A. Responsibility

The exhibitor is solely responsible for securing all necessary rights, permissions, and licenses for:

1. Use of copyrighted materials, including performances, images, video, and other content
2. Use of patented inventions or technologies
3. Use of any names, likenesses, voices, trademarks, service marks, or other intellectual property belonging to third parties

B. Agreement

The exhibitor agrees to indemnify, defend, and hold harmless HPBA, its officers, directors, employees, agents, contractors, and the facility from any claims, damages, or expenses (including reasonable attorneys' fees) arising from:

1. Failure to obtain required permissions or licenses
2. Infringement of intellectual property rights
3. Claims of libel, slander, or defamation related to exhibitor content or activity

27. REPRESENTATIONS REGARDING PRODUCTS EXHIBITED

The exhibitor represents and warrants that it has all necessary rights, licenses, and permissions to display, demonstrate, and promote all products, services, and materials exhibited at HPBExpo and that no product, material, or representation displayed by the exhibitor infringes upon or violates the intellectual property or other rights of any third party.

The exhibitor agrees to indemnify, defend, and hold harmless HPBA, its officers, directors, employees, agents, contractors, and the facility from any claims, liabilities, damages, or expenses arising from a breach of these representations.