

# INDOOR REQUEST FOR VARIANCE

In compliance with the 2010 Trade Show Rules & Regulations, Sections 10 and 12, requests for exceptions to the rules must be applied for in advance and approved by the HPBA Show Management. Variances will be considered on or before February 12, 2010 if submitted in writing and accompanied by a processing fee of \$50.

*\* Note: Any exception to any rule or regulation as stated by the HPBA is considered a variance and must be approved by HPBA Show Management*

To request a variance, please fill out the form below and submit it along with your specific request in writing and a detailed diagram of any booth alterations or food and beverage expectations.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Booth Numbers: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Variance:       island center height  
                                  height  
                                  hanging sign – will be permitted for island booths ONLY  
                                  food & beverage *(note: alcohol service is only permitted 3:00pm-5:00pm)*  
                                           \*\*please attach a brief description of what you would like to serve  
                                  other \_\_\_\_\_

Payment Method:       Check enclosed for \$50.00  
*\$50.00 covers multiple variance requests*       Please charge to my credit card *(please fill out below)*

Credit Card Authorization: *(please circle one)*    Visa            MasterCard            AmEx

**PLEASE PRINT CARD NUMBER AND NAME CLEARLY**

Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Please send or fax this form with specific details along with payment as soon as possible but no later than **FEBRUARY 12, 2010** to:

Hearth, Patio & Barbecue EXPO 2010  
Attention: Exhibits  
1901 North Moore Street, Suite 600  
Arlington, VA 22209

Fax: (703) 522-0548

February 12, 2010 is the deadline for variance requests. Please make a copy for your files. HPBA Show Management will respond to your request in writing. If you have any questions, please call (703) 522-0086 or fax (703) 522-0548.

*For office use only*

Date Received \_\_\_\_\_ Payment \_\_\_\_\_ Check# \_\_\_\_\_ Approval \_\_\_\_\_