due February 12, 2010.... due February 12, 2010.... due February 12, 2010

OUTDOOR
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 with 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:
- o food & beverage *(note: alcohol service is only permitted 3:00pm-5:00pm)*
  **please attach a brief description of what you would like to serve
- o other_____

Payment Method:
- o Check enclosed for $50.00
- o Please charge to my credit card *(please fill out below)*

$50.00 covers <u>multiple</u> variance requests

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 <u>FEBRUARY 12, 2010</u> to:

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

Fax: (703) 522-0548

The deadline for variances is February 12, 2010. 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_____