



**Rules for Entry – Green Pavilion  
HPBExpo 2010  
March 11 – 13, 2010**

**A. Product Submissions**

1. Product Only. Product entries must be taken out of their packaging by Exhibitor for display. Each unit in a product line is considered a separate entry. (Limit (3) entries per company.)

**B. Eligibility**

1. Entries are limited to those firms exhibiting at the HPBExpo 2010.

**C. Limitations**

1. Literature may not be displayed with the product.
2. No “extras” and no product enhancements are permitted unless they are part of the product as purchased and as displayed in Exhibitor’s booth.

**D. Entry Dimensions**

1. The dimensions of each entry set forth on the Green Pavilion Entry Agreement shall be as the entry will be positioned for display.
2. For table-top entries, the product must fit within a 3’ wide x 3’ high x 2’ deep space and cannot be over 40 lbs; a matted color photograph up to 16” x 20” (including matte) may be substituted for the actual product for a table-top display. The price for table-top entries will be \$300.
3. For actual product entries larger than 3’ wide x 3’ high x 2’ deep or over 40 lbs., the product will free-standing. The price for free-standing entries will be \$350.

**E. Entry Agreement**

1. Participants in the Green Pavilion must complete and submit the attached Entry Agreement with payment.
2. Receipt of accepted Agreements and payment will be acknowledged by HPBA. If you do not receive acknowledgement, please contact us. Unacknowledged products cannot be shown in the pavilion.
3. Product(s) or alternate display photo(s) may not be sent with the Entry Agreement. (See section H. for product delivery.)

**F. Fees and Entry Deadline**

1. Registration fee is \$300 per table-top entry; \$350 per free-standing entry, fees are nonrefundable.
2. Fees must accompany Entry Agreement at time of submission.
3. Checks should be made payable to HPBExpo.
4. Entries must be received no later than **January 5, 2010** to qualify for participation in the 2010 Green Pavilion. Onsite submissions may be accepted according to space availability.

**G. Product Delivery**

Entry(ies) may be shipped with the exhibitor’s EXPO shipment, or separately, but to the same warehouse or on-site address. Exhibitors may deliver their product to the pavilion during set-up hours beginning at 1:00pm Monday, March 8, 2010. All products must be in the pavilion by 1:00 Wednesday, March 10, 2010. Products cannot be delivered to the pavilion on show days.

**H. Product Display**

1. Entries will be displayed in locations determined at HPBA’s sole discretion.
2. Products must be displayed in a non-operational state, without connection to any utilities.
3. Most table-top entries will be displayed around the perimeter of the pavilion, while most free-standing entries will be display in the center of the pavilion.
4. Products will be displayed with tent card including company name and booth number, product name, and a Green description submitted in advanced on the Entry Agreement by the exhibitor.

**I. Electronic/On-line Green Pavilion Product Listing**

**1. PRODUCT IMAGE AND GREEN**

**DESCRIPTION DEADLINE IS JANUARY 5,**

**2010.** Send electronic image and/or Entry

Agreement with green description to

HPBExpo/Kelly VanDermark, at

[vandermark@hpba.org](mailto:vandermark@hpba.org) or fax to (703)522-0548.

**J. Security**

1. Although security will be employed in the Green Pavilion on a 24 hour basis during show days, HPBA Show Management does not assume any responsibility for losses by exhibitors from theft, damage, etc. Exhibitors should purchase adequate insurance for their entries.
2. Photography is not permitted in the pavilion.

**K. On-Site Checkout of Entries**

1. Exhibitors must have the following three forms of identification to pick up products: (1) 2010 Exhibitor Badge (2) Business Card and (3) an Equipment Removal Pass. The business card will be collected by a security officer or HPBA Show Management personnel and products will be released only to respective exhibitor personnel with the removal pass.
2. **Entries should be picked up Saturday, March 11, between 5:00 pm and 6:00 pm. Early pick-up will not be permitted.** Exhibitors may also pick up their entries on Sunday before 1:00pm.
3. Exhibitors expressly agree that HPBA Show Management takes no responsibility for products or photographs not claimed by 1:00 pm Sunday, March 12, 2010.

**L. Indemnification**

Exhibitor shall indemnify, defend (with legal counsel satisfactory to HPBA), and hold HPBA and the Exhibit Facility harmless from any claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys’ fees and expenses which result from or arise out of or in connection with: (a) Exhibitor’s participation in or presence at the Green Pavilion, (b) a breach by Exhibitor of any agreements, covenants, promises or other obligations under this Agreement; (c) any matter for which Exhibitor is otherwise responsible under the terms of this Agreement; (d) any violation or infringement (or claim of violation or infringement) of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret or other proprietary right; (e) any libel, slander, defamation or similar claims resulting from the actions of Exhibitor; (f) harm or injury (including death) to Exhibitor or Exhibit Attendees; and (g) loss of or damage to property or the business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God, theft, mysterious disappearance or otherwise.

**M. Exhibitor Agreement**

Exhibitor agrees that the terms and conditions of the Application & Contract for Exhibit Space applicable to Exhibitor’s 2010 HPBExpo exhibit booth, including without limitation the insurance requirements set forth therein, shall also be applicable to Exhibitor’s entry(ies) and participation in the Green Pavilion.

HPBA solicits and anticipates the cooperation of all participating exhibitors in abiding by the rules established for the Green Pavilion. These rules are for the protection of the exhibitors’ products and are designed to result in the display the products in the most professional, business-like setting.

*Space is limited and eligible products will be accepted on a first-come, first-served basis.*