



February 13-15, 2024
 Music City Center
 Nashville, Tennessee
 HPBExpo.com

Priority
 Booth
 Sales

Application & Contract for INDOOR EXHIBIT SPACE

Complete this application and submit to HPBA show management. Read page 2 of this contract for application and payment process as well as the accompanying Trade Show Rules and Regulations. There is no binding contract until a fully completed and properly executed Application and Contract is accepted in writing by HPBA. The HPBExpo Trade Show Rules and Regulations are a part of the Application and Contract for Indoor Exhibit Space. If not submitting this document online, email to HPBA – amyjackson@hpba.org.

Booth Company Name
 (as it will appear on floor plan & exhibitor list): _____

Exhibit Contact Name
 (this one person will receive ALL exhibitor correspondence): _____

Street Address or PO Box: _____

City: _____ **State/Province:** _____ **Zip/Postal Code:** _____

Country: _____ **Phone:** _____

Email for Exhibitor Correspondence: _____ **URL:** _____

Yes No **Has your company ever exhibited at HPBExpo?** **Type of Company:** Manufacturer Distributor Associate Other: _____

Hearth, Patio & Barbecue Association (HPBA) Membership: **Has your company ever been a Member?** Yes No **Will your company be a 2024 Member?** Yes No

What products does your company offer? Hearth Grills Fuel Barbecue Accessories Patio & Outdoor Other _____

Would you like to conduct indoor burning? Yes No **What and how many products would you like to burn?** _____

Indoor Burning available for select booth sizes and locations. Please read Rules and Regulations #10.1 on Indoor Burning to be sure that your product satisfies the requirements for indoor burning. Contact Show Management for more information.

BOOTH SIZE REQUESTED	Total Sq. Ft. (increments of 100) _____	Booth Dimensions (increments of 10) _____ x _____
INDOOR BOOTH CHOICES Select up to four (4) booth locations in order of preference:		
1. Booth # _____	2. Booth # _____	3. Booth # _____
4. Booth # _____		
If none of your requested booth choices are available, HPBA show management will choose a location based on the following:		
List any companies you wish to be near _____		
List any companies you do not wish to be near _____		

EXHIBIT SPACE RATES (see page 2 for details):

- HPBA Member: \$32 inline/ \$34 corner
- Non-Member: \$39 inline/ \$41 corner
- 1st Time Ex: \$32 inline/ \$34 corner
- NTP: \$32 inline/ \$34 corner
- OTHER _____

EXHIBIT SPACE FEES:

_____ Sq. Ft. @ \$32/sq.ft.	=	\$ _____
_____ Sq. Ft. @ \$34/sq.ft.	=	\$ _____
_____ Sq. Ft. @ \$39/sq.ft.	=	\$ _____
_____ Sq. Ft. @ \$41/sq.ft.	=	\$ _____
Other _____	=	\$ _____
TOTAL EXHIBIT SPACE FEE**	=	\$ _____

This document must be signed to be accepted by HPBA

I hereby acknowledge that I have received and reviewed and will comply with the HPBExpo 2024 (i) Space Rental Charges and Payment Terms (page 2 of this form) and (ii) Rules and Regulations (separate document). It is agreed that these (i) Space Rental Charges and Payment Terms and (ii) Rules and Regulations are incorporated into and made a part of this Application and Contract for Indoor Exhibit Space. I represent that I am authorized to execute this Application and Contract on behalf of the company identified as the exhibitor, and I acknowledge that I am responsible for my company's compliance with the terms hereof.

Accepted for Exhibitor By: _____ **Title:** _____ **Date:** _____

Sign Here

****20% of total exhibit space fee is Non-Refundable through September 1, 2023; 50% of total exhibit space fee is Non-Refundable from September 2, 2023 through November 30, 2023; and 100% of total exhibit space fee is Non-Refundable after November 30, 2023. Exhibitors shall be liable for all cancellation fees and booth fees, irrespective of whether booth fees have been paid.**

HPBA SHOW MANAGEMENT USE: Priority # _____ ID# _____ Booth # _____

HPBExpo 2024 SPACE RENTAL CHARGES AND PAYMENT TERMS

1. Exhibit Space Fees

a. Member Category: \$32/34+ per square foot~

HPBA members paying dues under the Manufacturer, Distributor, or Associate membership categories and in good standing at the time of the Expo

b. Non-Member Category: \$39/\$41+ per square foot^

Exhibitors that are not members of HPBA in good standing at the time of the Expo; HPBA Manufacturers' Representative, Retail, or Service Category members

c. First-Time Exhibitor Discounted Category: \$32/34+ per square foot

Exhibitors that have never been a member of HPBA and have never exhibited in an HPBExpo

+Secondary, higher price applies to indoor corner booths and all outdoor space over and above indoor space contracted.

~Member exhibitors with 2,000 sq. ft. or more will receive a \$0.40 discount per sq. ft.

^NTP: Non-member manufacturers that do not produce or exhibit hearth products, grills, or fuels are eligible for the member category rate.

2. Your contracted company name for HPBExpo 2024 must be the same as your HPBA member company name (i) to receive credit for membership and not be charged the non-member exhibit rate and (ii) to receive priority points for membership.
3. If you reserve space during the Priority Booth Sales period of March 11-13, 2023, you must:
 - a. Pay a nonrefundable deposit of 20% of your exhibit fee, at the time of booth reservation;
 - b. Pay an additional 30% of your exhibit fee by June 30, 2023; and
 - c. Pay the remaining 50% of your exhibit fee by November 1, 2023.
 - d. 20% of the total exhibit fee is non-refundable through September 1, 2023; 50% of the total exhibit fee is non-refundable September 2, 2023 through November 30, 2023; and 100% of the total exhibit fee is non-refundable after November 30, 2023.
4. If you submit an application that is received by HPBA after March 13, 2023, but before November 1, 2023, you must:
 - a. Pay a deposit of 50% of your exhibit fee, of which a portion is nonrefundable, within two weeks of your application and reservation; and
 - b. Pay the remaining 50% of your exhibit fee by November 1, 2023.
 - c. 20% of the total exhibit fee is non-refundable through September 1, 2023; 50% of the total exhibit fee is non-refundable September 2, 2023 through November 30, 2023; and 100% of the total exhibit fee is non-refundable after November 30, 2023.
5. If you submit an application that is received by HPBA after November 1, 2023, you must
 - a. Pay the full exhibit fee within two weeks of your application and reservation.
 - b. Payments received after January 1, 2024 must be made using a credit card or electronic transfer.
 - c. 50% of the total exhibit fee is non-refundable through November 30, 2023; and 100% of the total exhibit fee is non-refundable after November 30, 2023.
6. Checks must be made payable to: "HPBA" and sent to: Hearth, Patio & Barbecue Association, PO Box 412397, Boston, MA, 02241-2397 via regular mail. *If using Express Service send to: Bank of America Lockbox Services, Hearth Patio and Barbecue Assoc., Lockbox#412397, MA5-527-02-07, 2 Morrissey Blvd., Dorchester, MA 02125.*
7. HPBA's receipt of a deposit does not create a binding agreement with any application for exhibit space. HPBA retains the right, in its sole discretion, to decline to accept an application by returning any submitted deposit.
8. **DOWNSIZE AND CANCELLATION POLICY:** Exhibit booth 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 on or before November 30, 2023. The amount of any refund due to the exhibitor will depend upon when HPBA receives such written notice. Notice of downsizing or cancellation must be sent in writing by U.S. mail or overnight courier to HPBA - HPBExpo 2024 Show Management, 2000 14th Street North, Suite 300, Arlington, VA 22201.
 - Exhibitors whose downsizing or cancellation notices are received by HPBA on or before September 1, 2023 shall be liable for 20% of the price of the cancelled portion of the booth space, plus 100% of the price of the retained booth space.
 - Exhibitors whose downsizing or cancellation notices are received by HPBA after September 1, 2023, but on or before November 30, 2023 shall be liable for 50% of the price of the cancelled portion of the booth space, plus 100% of the price of the retained booth space.
 - Exhibitors whose downsizing or cancellation notices are received by HPBA after November 30, 2023 shall be liable for 100% of the price of the cancelled portion of the booth space, plus 100% of the price of the retained booth space.
 - Any refunds due shall be processed and paid after the conclusion of the HPBExpo 2024. Exhibitors shall be liable for all cancellation fees and booth fees, irrespective of whether booth fees have been paid.