

# 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 14<sup>th</sup> 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.