



NEW PRODUCT PAVILION RULES FOR ENTRY

A. Product Submissions

1. Each product line is considered a separate entry.

B. Eligibility

1. Entries are limited to those firms exhibiting at the HPBExpo 2024.
2. To qualify as a new product, the submitted entry must have been introduced to the marketplace after the HPBExpo 2023, previously held March 11-13, 2023. A Poster Display of the product may be displayed in the New Product Pavilion in place of actual product (see E.2-3.). Exhibitors are responsible for supplying and delivering a Poster no larger than 16" x 20".

C. Attendees' Choice Awards

1. Each product displayed in the New Product Pavilion will be an eligible entry for the HPBExpo 2024 Attendees' Choice Awards. Attendees will vote for their choice of top new products in three categories: Hearth, Outdoor Living, and Barbecue. Winners will be announced on Thursday, February 15.

D. Limitations

1. Any literature displayed with the product must remain within the allotted space for the product (see G.1.).
2. Product display does not require exhibitor staffing.

E. Entry Dimensions

1. The dimensions of each entry set forth on the New Product Pavilion Entry Agreement shall be as the entry will be positioned for display.
2. For 3 ft. table-top entries, the product and display materials must fit within a 2 ft. x 3 ft. space and cannot be over 40 lbs; a Poster Display not larger than 16 in. x 20 in. may be substituted for the actual product for a table-top display.
3. For 6 ft. table-top entries, the product and display materials must fit within a 2 ft. x 6 ft. space and cannot be over 80 lbs; a Poster Display not larger than 16 in. x 20 in. may be substituted for the actual product for a table-top display.
4. For product entries larger than 2 ft. x 6 ft. or over 80 lbs., the product will be considered free-standing (additional entry fee will apply to entries larger than 5 ft. x 10 ft.). Exhibitors may choose to supply a display table or structure for free-standing entries.

F. Entry Agreement

1. Participants in the New Product Pavilion must complete the online New Product Pavilion Entry Agreement. Participants will be invoiced and must pay fees in full prior to acceptance of product.
2. Receipt of accepted Agreements and payment will be acknowledged by HPBA by email. If you do not receive acknowledgement, please contact us. Unacknowledged products cannot be shown in the pavilion.

G. Fees and Entry Deadline

1. Entry fees are as follows:
 - **Early Bird:** Entries submitted no later than **November 1:**
3 ft. Table-Top: \$300; **6 ft. Table-Top:** \$400; **Free-Standing*:** \$500
 - **Standard Rate:** Entries submitted after November 1 and no later than **December 12:**
3 ft. Table-Top: \$400; **6 ft. Table-Top:** \$500; **Free-Standing*:** \$600
 - **Late Entry Rate:** Entries submitted after **December 12;** acceptance is subject to space availability:
3 ft. Table-Top: \$500; **6 ft. Table-Top:** \$600; **Free-Standing*:** \$700

*Additional entry fee will apply to free-standing entries larger than 5 ft. x 10 ft.

2. Fees are due upon receipt of an invoice and are non-refundable.
3. Checks should be made payable to HPBA. Credit card or electronic payments will also be accepted, instructions are available upon request.
4. Entries submitted after **December 12** will be accepted depending on space availability.

H. Product Delivery

1. Entry(ies) are to be shipped with the Exhibitor's Expo shipment, or separately to the exhibitor's booth. See exhibitor shipping labels in the Exhibitor Service Manual.
2. Exhibitors may deliver product to the pavilion during set-up hours beginning at 1:00pm Sunday, February 11, 2024 until 1:00pm Monday, February 12. Products are not to be delivered to the pavilion on show days.

I. Product Display

1. Entries will be displayed in locations determined at HPBA's sole discretion. Exhibitors may not choose alternate locations.

2. HPBA show management will provide signage including exhibitor's name and booth number, product entry name and description, as submitted by the exhibitor. Grammatical corrections may be made by show management.

3. Pavilion products are to be displayed in a non-operational state – utility connections are not typically available and will not be provided by HPBA show management. Battery-operation may be permitted upon HPBA show management approval.

4. Live burning is **NOT** allowed in the Pavilion, no exceptions.

J. Online Showcase Guidelines

1. Product images will be requested by Show Management at the time of entry confirmation. A company logo may be substituted if no product image is available. Images have a 2MB size limit.
2. Product descriptions are limited to 300 characters and are to be submitted by the exhibitor at the time of online product entry.

K. Security

1. Although security will be employed in the New Product Pavilion during the event, 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 unless express permission is granted by the owner of the product to be photographed.
3. Security will be instructed to allow a reasonable amount of touching, feeling, and/or holding of the product. Please notify HPBA if touching your product shall not be permitted.
4. Security coverage will end at 5:00pm on Thursday, February 15.

L. On-Site Checkout of Entries

1. Exhibitors must have the following forms of identification to pick up products: (1) 2024 Exhibitor Badge (2) Business Card or State Issued ID.
2. Entries are to be picked up on Thursday, February 15, between 3:00pm and 5:00pm. Early pick-up will not be permitted.
3. Exhibitors expressly agree that HPBA show management takes no responsibility for products, poster displays, and other display materials not claimed by 5:00pm Thursday, February 15.

M. Indemnification

1. 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 New Product 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.

N. Exhibitor Agreement

1. Exhibitor agrees that the terms and conditions of the Application & Contract for Exhibit Space applicable to Exhibitor's 2024 HPBExpo exhibit booth(s), including without limitation the insurance requirements set forth therein, shall also be applicable to Exhibitor's entry(ies) and participation in the New Product Pavilion.
2. HPBA solicits and anticipates the cooperation of all participating Exhibitors in abiding by the rules established for the New Product Pavilion & Attendees' Choice Awards. 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.
3. Space is limited, and eligible products will be accepted on a first-come, first-served basis.

Contact Amy Jackson, Senior Manager – Exhibits with questions:

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