



INDOOR BURNING REQUIREMENTS

These requirements are in addition to the HPBExpo 2024 Trade Show Rules & Regulations, published in the Exhibitor Service Manual.

GENERAL REQUIREMENTS

- Exhibitors must complete and submit an **Indoor Burning Request Form**, including a drawing of their indoor exhibit booth with burning appliance locations clearly marked, to HPBA show management no later than **December 1, 2023**.
- It is the sole responsibility of the exhibitor to be ready and able to provide information that each appliance is certified in accordance with all applicable regulations and standards (including, but not limited to safety standards) and listed for the intended use of the appliance. Requests to display and operate prototypes of appliances that have not yet been fully tested and listed will be reviewed if the exhibitor submits all the relevant design and operational information to HPBA show management along with the forms mentioned above.
- Exhibitors are only allowed to burn natural gas or alcohol fueled appliances inside the exhibit hall. No combustible oils, LP gases, or flames of any other type will be permitted in the exhibit hall. Violators will have fuel confiscated and will face consequences of possible booth closure, possible barring from future shows, and/or loss of priority points.
- Appliances must be located within the specific burn areas as designated by HPBA show management and Music City Center.
- **PROPANE IS NOT ALLOWED IN THE INDOOR EXHIBIT HALL.** Violators will have tanks confiscated.
- **COOKING IS NOT ALLOWED** on or in any appliance in an indoor booth, regardless of the fuel source.
- Each exhibitor operating an appliance is required to have a readily accessible **2A:40BC fire extinguisher**, with a **current state fire marshal validation**, at their booth. It must be located no more than 30' from operating appliances. If the 30' requirement cannot be met with one extinguisher, additional extinguishers are required.
- Appliances with an **exposed flame** (natural gas or alcohol-fueled) must face into the booth if they are located less than **3 feet** from the show floor aisles. Appliances with an **exposed flame** that cannot face into a booth (i.e.: no defined "back and sides") must be located at least **3 feet from the show floor aisles**.
- All burning appliances must be visually monitored by exhibit staff when operating.
- All new products must be pre-burned in advance to eliminate startup odors.
- Exhibitors will be allowed access to the exhibit hall prior to show opening each day and will be expected to have their appliances operating successfully prior to the start of the exposition each day. Access will be given to exhibitors **at 7:30am on Tuesday, February 13, and at 8:00am on Wednesday, February 14 and Thursday, February 15.**
- All appliance installations must comply with applicable codes. Maintain clearances to combustibles as stated in your appliance owner's manual for your appliance and vent pipe. This manual must be available upon request during any inspections.
- Indoor air quality will be monitored. If air quality exceeds OSHA standards, equipment will be shut down until air quality is satisfactory.

Contact Amy Jackson, Senior Manager – Exhibits with questions:

Hearth, Patio & Barbecue Association | 703-522-0086, x125 OR Direct 703-522-4483 | amyjackson@hpba.org



INDOOR BURNING REQUIREMENTS

GENERAL REQUIREMENTS – CONTINUED

- A state or city official is at liberty to come through your booth to inspect every appliance. They may want to see certification labels and owner’s manuals for operating appliances.
- Periodic inspections may be performed throughout the day for the purpose of ensuring proper operations and safeguards are in place.
- Both HPBA show management and Music City Center reserve the right to order any exhibitor to discontinue firing an appliance.

FUEL SPECIFIC – NATURAL GAS

- Exhibitors requesting to burn a natural gas appliance must also submit a **natural gas connection order form** to Music City Center, available in the 2024 [Exhibitor Service Manual](#).
- Exhibitors are allowed a maximum of **one (1) natural gas connection to one (1) appliance for each 400 square feet** of booth space rented. Natural gas connections **cannot be changed out between appliances at any time**. Exhibitors are not permitted to have more connections than the number of allowable burning units. Example: a 20x20 booth allows 1 connection for 1 appliance; a 20x40 booth allows 2 connections for 2 appliances; a 30x30 booth allows 2 connections for 2 appliances. Violations will lead to gas disconnection and/or booth shutdown.
- Only the original appliance that was inspected and approved prior to the show opening may be used. Extenuating circumstances that require an appliance change out must be approved by HPBA show management and Music City Center.
- Vented natural gas hearth appliances must have vent pipe extending up at least **18 feet**, measured from the floor.
- Operating natural gas-burning appliances must be at least **10' from all neighboring booths**.
- Each natural gas appliance must have a readily accessible **gas shut off valve within 6 ft.** of the appliance. This valve must be closed at the end of each business day.
- Your gas connection and leak check will be completed on a “First ready, First served” schedule. Natural gas piping will be installed by the designated show plumbing contractor (see order forms in Service Manual). Once appliances are ready in your booth, you will need to contact plumbing staff to be scheduled for appliance connection(s) to the main gas line. Be prepared to provide the appropriate appliance connectors and shutoff valves, as needed.

FUEL SPECIFIC – ALCOHOL

- Exhibitors requesting to burn alcohol or ethanol fuel will have fuel storage limited to **2 gallons per 100 square feet** of booth space. If an additional amount of fuel needs to be stored, exhibitors may rent accessible storage space/delivery service from Freeman for an additional fee. Visit the Freeman Exhibitor Service desk onsite in the exhibit hall to arrange for this service.

All exhibitors burning an appliance inside the exhibit hall must obtain a Certificate to Burn from HPBA staff. The certificate will be given in your booth space on Monday, February 12. Time is TBD.

UPDATES MAY OCCUR TO THIS DOCUMENT.

If any changes to Indoor Burn Requirements are made, HPBA show management will inform exhibitors immediately.

November 13, 2023

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