

2018 HOME & PRODUCT EXPO INTENT TO EXHIBIT FORM

Fax Form To:
850-494-9764

SET-UP	
• THURSDAY, AUGUST 16th	7:00 a.m. – 7:00 p.m.
• FRIDAY, AUGUST 17th	7:00 a.m. – 10:00 a.m.
OPEN TO PUBLIC	
• FRIDAY, AUGUST 17th	1:00 p.m. – 6:00 p.m.
• SATURDAY, AUGUST 18th	10:00 a.m. – 6:00 p.m.
• SUNDAY, AUGUST 19th	12:00 p.m. – 5:00 p.m.
TAKE DOWN	
• SUNDAY, AUGUST 19th	5:00 p.m. – 10:00 p.m.
• Additional time on Monday (20th) for large displays only! This will require a deposit of \$250.00 See Rules for explanation.	
* All Booths must be complete by 10:00 a.m. on Friday, August 17th!! Judging will take place from 10:00 a.m. until 10:45 a.m. Friday, August 17th.	

Return this form to secure your booth you will receive an invoice for payment

Booth Reservation Schedule:

2017 EXPO Exhibitors MUST register for the same booth location as 2017 no later than May 18th to reserve your 2018 Booth Space.

Form must be returned to hold space No holds by phone or email will be accepted.

Priority Booth Reservation Deadlines

2017 Expo Exhibitors (Priority Deadline)..... May 18, 2018

ALL HBA Members (Priority Deadline)..... June 1, 2018

Open Reservations will begin on June 4th for all booths not reserved during priority reservation period.

Open reservations are accepted on a first-come, first served basis. Booth selection is based on availability at time of reservation.

Please list the booth(s) that you would like to reserve. If multiple, please list together.				Booth numbers/rates located on the Floor Plan.
<i>Example:</i>	Booth #1:	Booth #2:	Booth #3:	
D57/D58/D59				

Company Name: _____ **Contact Name:** _____

Contact Phone: _____ **Contact Fax:** _____

Contact Email: _____

YES! We would like to reserve a booth(s) for the 2018 Expo. We understand that this form is for priority reservations and our booth(s) is not secured until it has been confirmed by the HBA office and our 50% deposit has been applied. We agree to abide by all 2018 Home & Product Expo Rules & Regulations.

Signature: _____ **Date:** _____

Return form ASAP via fax or email to ensure booth location. HBA staff will send out deposit/payment information once we have received your Intent to Exhibit Form.

This form is used to place a tentative hold on a specific booth(s) as a courtesy.

Booth(s) are not fully secured until we have received the 50% deposit. (Balance Due upon receipt of invoice.)

Fax form to 850-494-9764 or mail to:

For additional Expo information
Contact Expo Coordinator, Vicki Pelletier at
vicki@hbawf.com or 850-476-0318

HBA of West Florida
4400 Bayou Blvd., Suite #45
Pensacola, FL 32503