



# 2019 HOME & PRODUCT EXPO INTENT TO EXHIBIT FORM

Fax Form To:  
850-494-9764

<b>SET-UP</b>	
• THURSDAY, AUGUST 15th	7:00 a.m. – 7:00 p.m.
• FRIDAY, AUGUST 16th	7:00 a.m. – 10:00 a.m.
<b>OPEN TO PUBLIC</b>	
• FRIDAY, AUGUST 16th	1:00 p.m. – 6:00 p.m.
• SATURDAY, AUGUST 17th	10:00 a.m. – 6:00 p.m.
• SUNDAY, AUGUST 18th	12:00 p.m. – 5:00 p.m.
<b>TAKE DOWN</b>	
• SUNDAY, AUGUST 18th	5:00 p.m. – 10:00 p.m.
• <b>Additional time on Monday (19th) for large displays only!! Must be approved by Show Manager</b>	
* All Booths must be set up completely by 10:00 a.m. on Friday, August 16th!! Judging will take place from 10:00 a.m. until 11:00 a.m. Friday, August 16th.	

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

**Booth Reservation Schedule:**

**2019 HBA MEMBERS** Register your company for  
a booth space in the 2019 Home and Product  
EXPO no later than April 30, 2019 .

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

## Priority Booth Reservation Deadlines

**2018 Expo Exhibitors** (Priority Deadline)..... April 1, 2019  
**ALL HBA Members** (Priority Deadline)..... April 30, 2019

**Open Reservations will begin on May 1st 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.				<b>Booth numbers/rates located on the Floor Plan.</b>
<i>Example:</i>	<b>Booth #1:</b>	<b>Booth #2:</b>	<b>Booth #3:</b>	
D57/D58/D59				

**Company Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Contact Phone:** \_\_\_\_\_ **Contractor's License:** \_\_\_\_\_  
**Contact Email:** \_\_\_\_\_ **TAX ID:** \_\_\_\_\_

**YES! We would like to reserve a booth(s) for the 2019 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 2019 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](mailto:vicki@hbawf.com) or 850-476-0318

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