

2020 HOME & PRODUCT EXPO INTENT TO EXHIBIT FORM

Fax Form To:
850-494-9764

SET-UP	
• THURSDAY, AUGUST 13	7:00 a.m. – 7:00 p.m.
• FRIDAY, AUGUST 14	7:00 a.m. – 10:00 a.m.
OPEN TO PUBLIC	
• FRIDAY, AUGUST 14	1:00 p.m. – 6:00 p.m.
• SATURDAY, AUGUST 15	10:00 a.m. – 6:00 p.m.
• SUNDAY, AUGUST 16	12:00 p.m. – 5:00 p.m.
TAKE DOWN	
• SUNDAY, AUGUST 17	5:00 p.m. – 10:00 p.m.
• Additional time on Monday (18th) for large displays only! Must be approved by Show Manager	
* All Booths must be set up completely by 10:00 a.m. on Friday, August 14, 2020 Judging will take place from 10:00 a.m. until 11:00 a.m. Friday, August 14, 2020.	

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

Booth Reservation Schedule:

2019 EXPO Exhibitors MUST register for the
same booth location as 2019 no later than
June 1, 2020 to reserve your 2020 Booth Space.

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

Priority Booth Reservation Deadlines

2019 Expo Exhibitors (Priority Deadline)..... June 1, 2020
ALL HBA Members (Priority Deadline)..... June 19, 2020

Open Reservations will begin on June 22, 2020 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: _____ **Contractor's License:** _____
 Contact Email: _____ **TAX ID:** _____

YES! We would like to reserve a booth(s) for the 2020 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 2020 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