

2021 HOME & PRODUCT EXPO INTENT TO EXHIBIT FORM

Fax Form To:
850-494-9764

SET-UP	
• THURSDAY, AUGUST 12	7:00 a.m. – 7:00 p.m.
• FRIDAY, AUGUST 13	7:00 a.m. – 10:00 a.m.
OPEN TO PUBLIC	
• FRIDAY, AUGUST 13	1:00 p.m. – 6:00 p.m.
• SATURDAY, AUGUST 14	10:00 a.m. – 6:00 p.m.
• SUNDAY, AUGUST 15	12:00 p.m. – 5:00 p.m.
TAKE DOWN	
• SUNDAY, AUGUST 15	5:00 p.m. – 10:00 p.m.
• Additional time on Monday (16th) 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 13, 2021 Judging will take place from 10:00 a.m. until 11:00 a.m. Friday, August 13, 2021.	

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

**YOU WILL RECEIVE AN INVOICE FOR
PAYMENT **DUE UPON RECEIPT**. YOUR
BALANCE WILL BE DUE NO LATER THAN
JUNE 11, 2021.**

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

Priority Booth Reservation Deadlines

Open Reservations will begin on July 1, 2021 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 2021 Expo. Please understand that this form is for reservations and our booth(s) is not secured until it has been confirmed by the HBA office payment has been applied. We agree to abide by all 2021 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 payment. (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
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