

2022 HOME & PRODUCT EXPO INTENT TO EXHIBIT FORM

Fax Form To:
850-494-9764

SET-UP	
• FRIDAY, APRIL 29	9:00 a.m. – 5:00 p.m.
OPEN TO PUBLIC	
• SATURDAY, APRIL 30	10:00 a.m. – 4:00 p.m.
• SUNDAY, MAY 1	11:00 p.m. – 4:00 p.m.
TAKE DOWN	
• SUNDAY, MAY 1	4:00 p.m. – 8:00 p.m.
• Additional time Must be approved by Show Manager.	
* All Booths must be set up completely by 5:00 p.m. on Friday, APRIL 29, 2022	

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

YOU WILL RECEIVE AN INVOICE FOR DEPOSIT DUE UPON RECEIPT. YOUR BALANCE WILL BE DUE NO LATER THAN APRIL 15, 2022.

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

Your booth is **NOT** reserved until this form is signed and submitted with a **deposit of 50% per booth AND** your booth selection is confirmed by the Show Coordinator. All remaining charges, additional to the deposit, **MUST** be paid in full by **APRIL 15, 2022**. Payment may be made by cash, check, or credit card (Visa, MasterCard, American Express).

Please list the booth(s) that you would like to reserve. If multiple, please list together. (See example)				Booth numbers/rates located on the Floor Plan.
<i>Example:</i>	Booth #1:	Booth #2:	Booth #3:	
#57 / #58				

YES! We would like to reserve a booth(s) for the 2022 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. You agree to abide by all 2022 Home & Product Expo Rules & Regulations.

Print information below. This information will be used for the Exhibitor listing in all printed publications related to the Home and Product EXPO (as applicable).

Company Name: _____

Contact Name: _____ Email: _____

Contact Phone: _____ Contact Fax: _____

Company Address: _____ City: _____ ST: _____ Zip: _____

OPTIONAL CREDIT CARD PAYMENT INFORMATION. (Please specify which amount you wish to charge upon submission, if any.)

PLEASE CHARGE: DEPOSIT ONLY \$ _____ or FULL BOOTH RATE \$ _____

CC#: _____ CVV Code: _____ Exp: _____

CC Signature: _____

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.)