

2016 HOME & PRODUCT EXPO INTENT TO EXHIBIT FORM

Fax Form To:
850-494-9764

SET-UP

- THURSDAY, AUGUST 18th 7:00 a.m. – 7:00 p.m.
- FRIDAY, AUGUST 19th 7:00 a.m. – 10:00 a.m.

OPEN TO PUBLIC

- FRIDAY, AUGUST 19th 1:00 p.m. – 6:00 p.m.
- SATURDAY, AUGUST 20th 10:00 a.m. – 6:00 p.m.
- SUNDAY, AUGUST 21st 12:00 p.m. – 5:00 p.m.

TAKE DOWN

- SUNDAY, AUGUST 21st 5:00 p.m. – 10:00 p.m.
- **Additional time on Monday (22nd) 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 19th!!
Judging will take place from 10:00 a.m. until 10:45 a.m.
Friday, August 19th.

**RETURN this form to secure
your booth space.**

**YOU WILL RECEIVE AN INVOICE FOR 50%
PAYMENT DUE UPON RECEIPT. YOUR
BALANCE WILL BE DUE NO LATER THAN
JULY 15, 2016.**

**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 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(s) Choice #1:	Booth(s) Choice #2:	Booth(s) Choice #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 2016 Expo. We understand that this form is for notification of intent 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 2016 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
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