



2010 HOME & PRODUCT EXPO INTENT TO EXHIBIT FORM

Fax Form To:
850-494-9764

SET-UP	
• THURSDAY, AUGUST 19 th	7:00 a.m. – 7:00 p.m.
• FRIDAY, AUGUST 20 th	7:00 a.m. – 10:00 a.m.*
OPEN TO PUBLIC	
• FRIDAY, AUGUST 20 th	1:00 p.m. – 6:00 p.m.
• SATURDAY, AUGUST 21 st	10:00 a.m. – 6:00 p.m.
• SUNDAY, AUGUST 22 nd	12:00 p.m. – 5:00 p.m.
TAKE DOWN	
• SUNDAY, AUGUST 22 nd	5:00 p.m. – 10:00 p.m.
• <i>Additional time on Monday (23rd) for large displays only!!</i>	
<small>* All Booths must be complete by 10:00 a.m. on Friday, August 20th!! Judging will take place from 10:00 a.m. until 10:45 a.m. on Friday, August 20th.</small>	

Return this form ASAP!!

Turn in this form to hold your booth and then you will receive an invoice!

Priority Booth Reservations will close on June 25th

No form returned = no booth held!

Open Reservations begin June 28th

Priority Booth Reservation Deadlines

This deadline structure is for Priority Booth Reservations. (Open reservations will begin June 28th.) Exhibitors may register any time during the Open Reservation period. HBA Members receive a 5% discount on booth reservations. Non-HBA members who become members before June 4th will receive the 5% discount.

HBA Members who were 2009 Expo Exhibitors (Priority Deadline)..... June 4, 2010

ALL HBA Members and ALL 2009 Expo Exhibitors (Priority Deadline)..... June 25, 2010

Open Reservations will begin on June 28th 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. <i>Example: In 2009, Gulf Power had three booths: D70/D71/D72.</i>			
Example:	Booth(s) Choice #1:	Booth(s) Choice #2:	Booth(s) Choice #3:
D57/D58/D59			

Booth numbers/rates located on the Floor Plan.

Company Name: _____ **Contact Name:** _____

Contact Phone: _____ **Contact Fax:** _____

Contact Email: _____

YES! We would like to reserve a booth(s) for the 2010 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 25% deposit has been applied.

Signature: _____ **Date:** _____

This form is used to place a tentative hold on a specific booth(s) as a courtesy. You must return this form via fax or mail before the final booth reservation deadline. HBA staff will send out packets with deposit/payment information once we have received your Intent to Exhibit Form.

Booth(s) are not fully secured until we have received the 25% deposit. (Due upon receipt of invoice.)

Fax form to 850-494-9764 or mail to:

For additional Expo information
Contact Expo Coordinator, Alecia Overman at
alecia@hbawf.com or 850-476-0318

HBA of West Florida
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