



HPBA Members,

As you plan for 2012, we know you'll want to be involved in the annual Pacific Dealer Round Up in Folsom, California May 7 & 8. There will be heavy attendance by west coast dealers eager to see what's new from your company. Early interest has been very strong so you are urged to respond right away with your registration. Space is limited and will sell out.

If you have any questions after you review this packet, call us.

HPBA Pacific  
626-237-1200  
[kaity@hpbapacific.org](mailto:kaity@hpbapacific.org)



2012 HPBA Pacific Dealer Round Up  
Application & Contract for Exhibit Space  
May 6-8, 2012

Please complete this application and mail or fax back to our offices. The Rules and Regulations that are found within this packet are a part of this application and contract. Please sign pages **2,3,8,9** and return a 50% deposit on the space you choose by January 16, 2012. The remaining deposit will be due March 30, 2012.

Exhibiting Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Phone & Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Indoor Booth Choices:

- 1.
- 2.
- 3.

Outdoor Booth Choices:

- 1.
- 2.
- 3.



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Booth Space is assigned on a first come, first serve basis with preference toward those companies that have exhibited in the past. For faster processing, call our office and use your Mastercard or Visa to guarantee your space.

- *While security is provided for the outdoor area, HPBA Pacific, it's board, and it's representatives are not responsible for lost or stolen items.*
- *Booth charge can be made in two deposits. A 50% space reservation is due by January 16, 2012 with the remaining amount due by March 30, 2012. Please make checks payable to: HPBA Pacific and mail to: 2304 Huntington Drive. Ste. 218, San Marino, CA 91108. Space will only be assigned with the 50% deposit.*

*I acknowledge that I have received, reviewed, and will comply with the Rules and Regulations set forth in this packet.*

*Name:* \_\_\_\_\_

*Company:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_



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### Rules and Regulations

1. **Assignment of booth space:** Booth spaces, both indoor and outdoor, will be assigned on a first come, first serve, basis with preference toward those companies that have exhibited at previous Dealer Round Ups. Booth space will only be assigned once our office has received this signed packet with a 50% deposit on the space. If your first three choices are not available, every effort will be made to contact you for an alternative choice. However, show management reserves the right to assign booth space on your behalf.
2. **Payment:** All exhibit reservations must be accompanied by a 50%, non-refundable booth payment. Show management will not designate you or your company a space without at least a 50% payment.
3. **Cancellation of Contract or Reduction of Space by an exhibitor:** No refunds for space will be given. However, if a cancellation is necessary, we will allow a credit in the amount of your deposit toward our next Round Up should you wish to participate.
4. **Installation & Tear Down of exhibits:** Move in of exhibits will take place at 1pm on Sunday May 6 2012 and will end at 9pm that evening. If you need extra time the following morning for set up, contact show management to make these arrangements.
5. **Exhibit and Education Hours:** The exhibit hours will be Monday May 7 2012 from 11am-4pm. Tuesday, May 8 from 11am-2:30pm. **Education will take place from 7:30am-10:45am on Monday and Tuesday, May, 7 & 8.**
6. **Booth information:** No booth will be allowed to extend outside the boundaries of the paid exhibit space. No part of your booth can physically block or impair another booth space. **Pipe and drape are not provided.** A table can be provided to you at no extra charge but must be requested at the time this contract is sent to the affiliate office. Booths will measure either 10'x10' or 10'x20'. Side rails or walls, if used, can be no taller than 48". Displays and display merchandise can be no taller than 10'. No overhead signs are allowed.
7. **Absolutely no burning and/or open flame will be allowed inside the ballrooms or pavilion. This includes, but is not limited to, Gel, LP, Alcohol, etc.**



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**8. Outdoor Booths, Trailers, & Burning Units:**

- Exhibitors of solid fuel or gas fuel burning units that are used in the outdoor booth area must provide information certifying that the unit is safety tested in accordance with all applicable standards. No prototypes will be allowed to burn. All units must be set according to the original/current owners manual, which must be available upon request by show management.
- All flammable liquids that are used for outdoor burning must comply with the state codes regarding fuel storage. No burning will be allowed after show hours. Ample start up time will be allowed a half hour prior to the show opening.
- Exhibitors agree to make every possible effort to keep burning units from over smoking, and minimize the amount of smoke that impacts a neighboring booth. Show management recognizes that smoke may be a part of a products demonstration, such as cooking food, but also reserves the right to shut down any unit that has excessive smoke. Any damages from heat or smoke from an exhibitors burning display is the responsibility of that exhibitor.
- Each outdoor booth must have a current, operating, fire extinguisher in their booth. Show management will ask to see this before the opening of the show.
- Exhibitors of outdoor cooking appliances agree to comply with all local and state health regulations as they pertain to the safe handling and storage of food. Exhibitors assume responsibility for all healthy aspects of handling, cooking, and providing samples of food to show attendees. HPBA Pacific, its board, and its representatives shall not be held responsible for any adverse impact from or relating to food handed out as samples.
- A security guard will be monitoring outdoor booths during the hours of 8pm-7am on May 6 & 7, 2012. You should still lock up your trailers and belongings each day. HPBA Pacific, it's staff, board of directors, representatives, along with Lake Natoma Inn are not responsible for stolen items.

9. **Cameras:** Cameras will be allowed in the exhibit areas but no picture taking, including cell phone pictures, will be allowed without the approval of the company representative in that company's booth.



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10. **Limitation of Liability:** Neither the HPBA Pacific board, its staff or show management and Lake Natoma Inn representatives, staff or employees, shall be liable for any claims for personal injury, death, loss, property loss or damage, or other losses that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever relating to the HPBA Pacific Dealer Round Up prior, during or subsequent to the event. If asked, each exhibitor must show proof of sufficient insurance.
11. **Intellectual Property, Slander or Libel:** The exhibitor shall have the sole responsibility for obtaining any/all necessary licenses for all copyrighted works, or patent inventions. Exhibitors will bear the full expense of infringement or property loss and claims of slander and/or libel.
12. **Americans with Disabilities Act:** Exhibiting companies shall be responsible for making booth spaces accessible to persons with disabilities, as required by the ADA. Exhibiting companies shall hold HPBA Pacific, its board, show management, and its representatives harmless from any/all consequences of omission or commission with regard to compliance of the ADA.
13. **Force Majeure:** HPBA Pacific, its board, show management, its representatives, Lake Natoma Inn, and all of its agents, employees and representatives shall not be held liable for cancellation of any event due to fire, the elements, or any cause beyond their control, or in the case of Government intervention, military activity, terrorist activity, strikes, or any other circumstances that make it impossible, impractical, illegal, or inadvisable to hold the event at the time and place scheduled. Applications and contracts for exhibit space shall be null and void, and exhibitors will waive all claims for damages, compensation, and refunds.



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## Exhibit Space Pricing

### Indoor Space:

10x10 Space- \$850

10x20 Space- \$1350

### Outdoor Space:

10x20 (including trailers) \$1000

### Please note:

- **The above booth prices are for current members of HPBA. Non-members will incur a surcharge equivalent to the respected membership category for their business. Please call HPBA Pacific for more information- 626-237-1200.**
- **Booth space is assigned on a first come, first paid basis, with preference toward those companies who have exhibited in the past. For faster processing, call our office and use your Mastercard or Visa to guarantee space.**
- **While night security is provided for the outdoor area, HPBA Pacific, its Board, and representatives are not responsible for lost or stolen items.**

## Exhibitor Move In/Out Procedures

If you've exhibited with us in the past, Lake Natoma Inn will be slightly different. This is a boutique hotel that will not be able to handle large freight trucks dropping off merchandise requiring a truck gate and/or lift. Booth space was brought down slightly to 6400 sq. ft. We will be offering two different size booths, 10x10 and 10x20. In an effort to be sure every exhibitor that wants to exhibit is able to, you will need to wait until after March 30<sup>th</sup> to see what the affiliate will have available if you would like extra space. At that time, show management will determine what is left and contact those companies interested in having more space.



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- You and your company representatives are in charge of moving your merchandise in and out of the hotel venue.
- There is no labor contracted to help you.
- There is no fork lift available. Keep this in mind when planning your booth merchandise.
- Carts to help facilitate move in will be available free of charge on a first come, first serve basis.
- Access to the ballrooms will be on a first come first serve basis.
- A map with directions, parking, etc., is on page ? of this packet.
- We have limited amount of storage available. Storage will be available for cardboard boxes only and will be available in the Placer room next door to the ballrooms.
- Move in begins on May 6<sup>th</sup> at 1pm and goes until 9pm that evening. Move out begins May 8<sup>th</sup> at 2:30pm and ends at 9pm. You must be finished moving out Tuesday evening by 9pm. HPBA Pacific is not contracted to have the space any longer than that. If your company holds up this process, you will be held liable to pay overage charges of \$350 per hour.

*I have read the above information about move in and out. I understand the procedures and will abide by all rules and regulations. HPBA Pacific has the right to ask any exhibitor to leave, at any time, without a refund, should these rules and regulations not be followed.*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Exhibitor Badge Request and Hotel Information:**

Please list anyone that will represent your company in your booth. **Do not list dealers!** Badges will be available for these people on May 6<sup>th</sup> at 5pm at the exhibitor BBQ in the courtyard at Lake Natoma Inn. Please print clearly and fax back to 626-237-0721 by April 15, 2012.

Company Name: \_\_\_\_\_

Badge : \_\_\_\_\_

Badge: \_\_\_\_\_

Badge: \_\_\_\_\_

Badge: \_\_\_\_\_

Badge: \_\_\_\_\_

**Hotel Registration:**

**Lake Natoma Inn**  
**702 Gold Lake Drive**  
**Folsom, CA 95630**

Call the hotel directly at 916-351-1500 to make your room reservations. Be sure to mention group code HPBA Pacific to get the discounted rate of \$109 per night (does not include taxes or other surcharges).

