



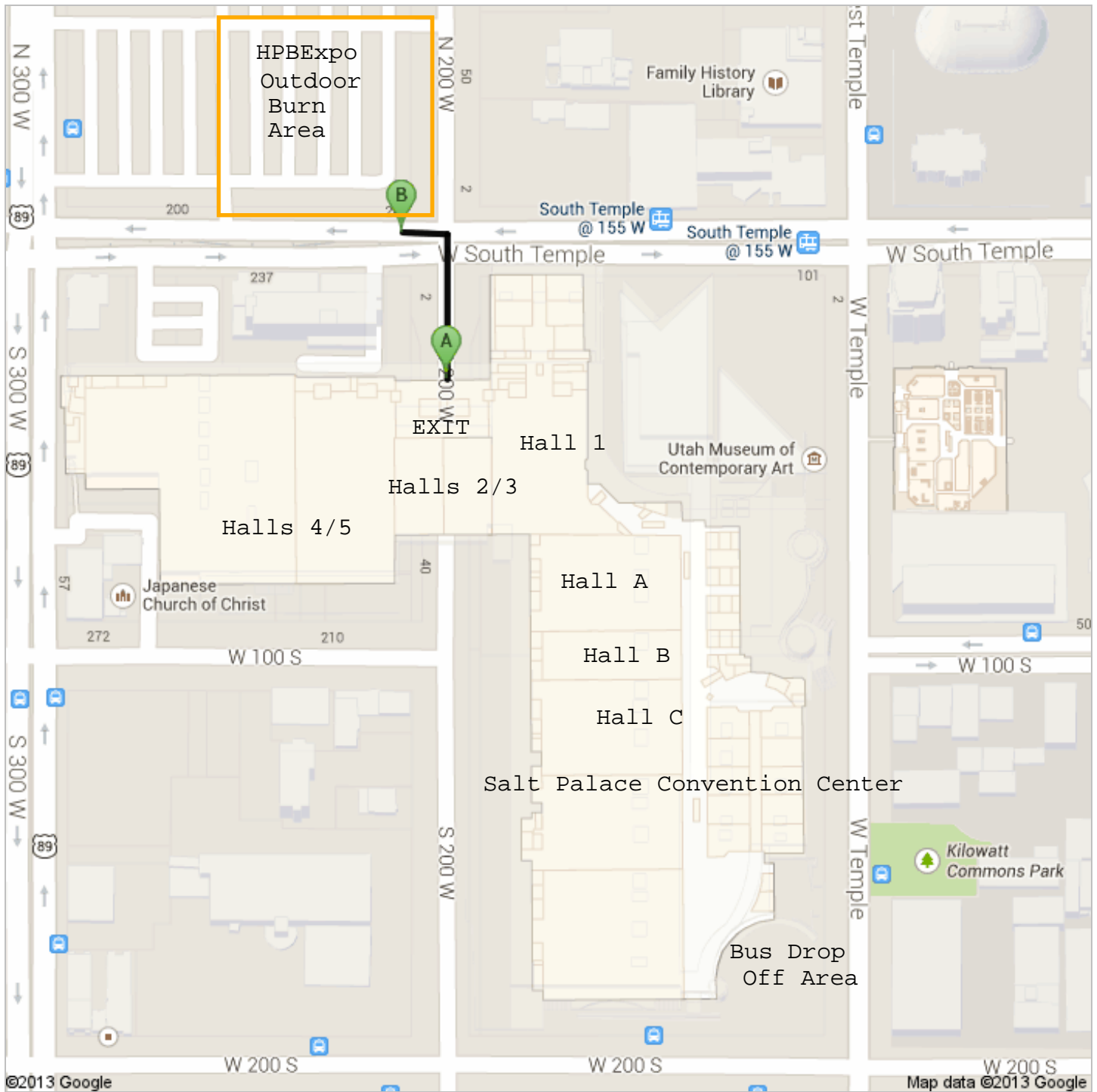
Start **S 200 W**

End **W South Temple**

Duration 2 mins total

Exit the Salt Palace Convention Center at the designated area on Show Floor.

Cross over South Temple to parking lot for Outdoor Burn Area.





MANDATORY Burn Meeting Notice

ATTENTION ALL EXHIBITORS DEMONSTRATING BURNING APPLIANCES

BE ADVISED....All Exhibitors demonstrating a burning appliance on the **INDOOR OR OUTDOOR SHOW FLOOR** are required to participate in a MANDATORY Burn Meeting. Exhibitors are responsible for sending **at least one** member of their company to the meeting. In order for the exhibiting company to proceed with demonstrating their product(s) in the Burn Areas, **a certificate must be displayed in the exhibit** by the opening of the HPBExpo. The certificate will be earned by participating in the Burn Meeting.*

The meeting is designed to address exhibitor and fire marshal concerns **before** the opening of the HPBExpo. The fire marshal and other building code officials will be present to review the specific guidelines surrounding SPCC and HPBExpo 2014. Burning area policies and procedures will be presented by HPBA Show Management, HPBA Technical Advisors, FREEMAN, city officials and Salt Palace Convention Center Management.

The Fire Marshal and HPBA Show Management staff will answer ALL questions and concerns before the show opening. This meeting is **mandatory for all exhibitors demonstrating a burning appliance** to ensure the timely and safe opening of the indoor and outdoor burn areas.

COOKING: Outdoor exhibitors planning to cook food must also attend a mandatory food safety meeting at the conclusion of the regular burn meeting. See **Section 5** for more information and rules for outdoor cooking.
Indoor cooking is not allowed – no exceptions.

MANDATORY BURN MEETING

WEDNESDAY, MARCH 5, 2014, 11:00am-12:00noon
Salt Palace Convention Center
Room 155D

***ALL EXHIBITORS MUST ALSO COMPLY WITH ALL HPBA AND SPCC RULES FOR BURNING. THE CERTIFICATE WILL NOT BE VALID IF ALL RULES AND REGULATIONS ARE NOT FOLLOWED.**

HPBExpo 2014 Outdoor Burn Requirements

These requirements are in addition to the HPBExpo 2014 Trade Show Rules & Regulations, published in the Exhibitor Service Manual, Section 3.

GENERAL REQUIREMENTS

- Exhibitors must complete an **Outdoor Burn Area Appliance Specs & Fuel Order form** and submit along with a drawing of their outdoor exhibit booth with burning appliance locations clearly marked to HPBA no later than December 31, 2013; updates to original plans are permitted.
- Exhibitors must be ready to provide information certifying that each appliance is safety tested in accordance with all applicable standards and listed for the intended use of the appliance. Prototypes of appliances that have not yet been fully tested and listed may be displayed and operated if the exhibitor submits all of the relevant design and operational information to HPBA and SPCC along with the forms mentioned above.
- All exhibitors operating an appliance are required to have a readily accessible **2A40BC fire extinguisher, with current state fire marshal tag** (from any state), at their booth. It must be located no more than 30' from operating appliances. If the 30' requirement cannot be met with one extinguisher, additional extinguishers are required. Note: Cooking with a commercial fryer will require a K-class extinguisher.
- All food items (raw or prepared) and beverages must be ordered from the convention center's official caterer – Utah Foods. All alcohol must be ordered from and served by Utah Foods.
- Exhibitors will be allowed into the Outdoor Burn Area 1 ½ hours before show opening and will be expected to have their appliances operating successfully prior to the start of the exposition each day. The main natural gas line will be turned on at this time.
- All appliance installations must comply with applicable codes. Maintain clearances to combustibles as stated in your appliance owner's manual for your appliance and vent pipe. This manual must be available upon request during any inspections.
- A state or city official is at liberty to come through your booth to inspect every appliance. They may want to see certification labels and owner's manuals for operating appliances.
- Periodic inspections may be performed throughout the day for the purpose of ensuring proper operations and safeguards are in place.
- Both HPBA show management and the SPCC reserve the right to order any exhibitor to discontinue firing an appliance for various reasons, including, but not limited to appliances creating excessive smoke.
- Excessive storage of materials is prohibited. Show management reserves the right to require exhibitors to remove excessive storage items.
- All exit ways and ingress ways will be maintained clear of obstructions at all times.
- **Extinguish all fires at the end of each day. Failure to do so will result in a loss of priority points.**
- Dump all ashes in designated ash barrels. **Never dump ashes in trash cans.**
- Do not attach anything to or place anything onto gas lines.
- Operating appliances must be attended during their operation.

TENTS AND STRUCTURES

- Tents are defined as a structure, enclosure or shelter constructed of fabric or pliable material.
- All tenting must be flame retardant. **All tents MUST have a California State Fire Marshal's Flame Retardant Certification seal on the tents or canopies. A tent or canopy that does not have the seal will not be allowed to be erected by the fire marshal.**
- Exhibitors displaying outdoor fire pits must operate them outside of booths, tents, or canopies, and **within their contracted exhibit space.**
- Fully enclosed booth structures must have a minimum of 2 exits. These exits shall have a 5 ft. clearance.
- Tent exits shall be clearly marked when the exits serve an occupant load of 50 or more.
- "No Smoking" signs must be displayed in each tent.
- **Electrical generators must be maintained at least 20 feet from any tent or structure during show hours.**
- No combustible waste can be stored within 30 feet of a tent or structure.

FUEL SPECIFIC – NATURAL GAS

- Exhibitors requesting to burn a natural gas appliance must also submit a gas connection **order form**, available in the HPBExpo 2014 Exhibitor Service Manual.
- Your gas hook up and inspection will be a "First ready, First served" schedule basis. All natural gas service piping must be installed by the designated show plumbing contractor. (Ref. Questar Service Order Forms). Once appliances are ready in your booth, you will be scheduled for hook up to the main, leak tests, and appliance inspection. Questar will have staff available for scheduling.
- No appliances may be operated until your booth and all installed appliances have passed inspection.
- Natural gas appliance switching is not allowed during the show. Only the original appliance that was inspected and approved prior to the show opening may be used. Extenuating circumstances that require an appliance change out must be approved by HPBA staff and Questar.
- Each gas appliance must have an approved shut off valve installed within 6 feet of the appliance and located in the same room as the appliance.
- All natural gas appliances are to have fuel shut off at the end of each day by the exhibitor. **The main natural gas line to the individual booths will also be shut off at the end of each day.**

FUEL SPECIFIC – PROPANE

- **Propane tanks in use must be secured at least 5 feet from any tent or structure, unless the appliance in use has a built-in housing area for the tank.** Exhibitors are responsible for supplying the appropriate hoses to meet this distance requirement. HPBA will supply propane tanks only.

- Propane tanks that are not in use will not be allowed inside exhibitor tents or temporary structures. All unused tanks must be stored in areas designated by HPBA Show Management.
- Each propane appliance must have an approved shut off valve installed within 6 feet of the appliance and located in the same room as the appliance.
- All propane appliances are to have fuel shut off at the end of each day by the exhibitor.

FUEL -OTHER

- HPBA will supply and replenish propane tanks, cord wood, pellet fuel, charcoal, and corn fuel to exhibitors who have submitted an Outdoor Burn Area Appliance Specs & Fuel Order form requesting such fuel in advance.
- Kerosene must be stored in the HPBExpo fuel tent, not in a booth.

All exhibitors burning an appliance must attend the mandatory burn meeting on Wednesday, March 5, 2014 at 11:00am in room 155D of the SPCC.

Exhibitors who are cooking/barbecuing/grilling must attend a food safety meeting on Wednesday, March 5, immediately following the mandatory burn meeting in room 155D of the SPCC.

If any changes to Indoor Burn Requirements are made, we will inform you immediately.

Outdoor Cooking Requirements

- ☐ All Exhibitors handling/cooking food will coordinate food orders with Salt Palace Convention Center caterers – Utah Foods.
- ☐ All Exhibitors handling/cooking food will have a hand-washing station in their exhibit booth. Exhibitors can supply their own kit by following the requirements below:

Hand-washing Station Requirements

All exhibitors preparing, assembling, processing, displaying, or serving food are required to have a hand-washing station in their booth. Each hand-washing station shall have running water, a filled soap dispenser, single-use paper towels and a receptacle for used water.



Outdoor Exhibitors planning to cook food must also attend a **mandatory food safety meeting** at the conclusion of the regular burn meeting on Wednesday, March 5.
See Mandatory Burn & Food Safety Meeting Notice posted in **Section 5**.



MARCH 5-8, 2014
SALT PALACE
CONVENTION CENTER
SALT LAKE CITY, UT
HPBExpo.com

Outdoor Burn Area Appliance Specs & Fuel Order

All OUTDOOR BURN AREA exhibitors must submit this form as soon as possible. Please be as accurate as possible, so that we may adequately serve you. **It is very important that this form be completed and returned to HPBA by December 31, 2013.** Updates may be submitted after this deadline, if needed.

Company Name: _____

Contact Name: _____

Phone: _____ **Fax:** _____

E-mail Address: _____ **Outdoor Booth #:** _____

Outdoor Booth Size: _____ x _____ **OR** _____ **Square Feet**

☐ **OUTDOOR NATURAL GAS:** In addition to this form, complete a Natural Gas Service Order form from Questar

Total Number of Natural Gas Appliances: _____ Average BTUs/Hour _____

APPLIANCE(S)	BTUs/HOUR	APPLIANCE	BTUs/HOUR
1		6	
2		7	
3		8	
4		9	
5		10	

(for more than 10 appliances, please include separate list)

☐ **PROPANE TANKS^:**

Total Number of LP Appliances: _____ Tank Size Requested: _____ lb. HPBA supplying tanks? (Circle One): Yes^ No

APPLIANCE(S)	BTUs/HOUR	APPLIANCE	BTUs/HOUR
1		6	
2		7	
3		8	
4		9	
5		10	

(for more than 10 appliances, please include separate list)

☐ **PELLETS^^:**

Number of Appliances: _____ Total number of bags needed daily (40 pound bags): _____

☐ **CORD WOOD^:**

Number of Appliances: _____ Quantity needed daily: _____ logs Size Requested: _____

☐ **CHARCOAL^:**

Number of Appliances: _____ Quantity needed daily: _____

☐ **CORN^:**

Number of Appliances: _____ Total number of bags needed daily (40 pound bags): _____

☐ **OTHER** fuel being burned: _____

See complete Outdoor Burning Requirements in Section 5 to ensure your booth and appliances meet expectations.

^ Propane, pellets, wood, charcoal and corn are delivered to your booth and changed out FREE OF CHARGE by HPBA if ordered in advance via this form.

^^We cannot guarantee availability of any one wood pellet manufacturer/brand. If you require a specific manufacturer/brand, we suggest shipping your own supply.

Please send or fax this completed preliminary form no later than **December 31, 2013** to:
Hearth, Patio & Barbecue Association Attn: Exhibits 1901 North Moore Street, Suite 600 Arlington, VA 22209
OR FAX: (703) 522-0548



Hearth, Patio & Barbecue Expo 2014
Raw Product Order Form – For Outdoor Burn Area

Name: _____
Company: _____
On Site Contact: _____ On Site Cell: _____
Company Address: _____
City, State, Zip: _____
Phone Number: _____ Fax Number: _____
E-mail Address: _____
Room or Booth Number: _____

ITEM DESCRIPTION	COST	QTY	TOTAL	DELIVERY DATE	DELIVERY TIME
Whole Chicken (4-5 lb)	\$12.00	\$			
Chicken Breast-Boneless Skinless (8 oz.)	\$5.00	\$			
Whole Turkey (approx 20 lb)	\$57.00	\$			
Bratwurst Bavarian (4/1 lb)	\$7.00	\$			
Italian Sausage (4/1 lb)	\$7.00	\$			
Flank Steak (1 lb)	\$8.00	\$			
New York Strip Steak (1 lb)	\$12.00	\$			
Top Round (1 lb)	\$5.00	\$			
Chicken Fajita Mix (1 lb)	\$5.00	\$			
Skirt/Flap Steak (1 lb)	\$8.00	\$			
Vegetable Fajita Mix (1 lb)	\$5.00	\$			
Salmon (1lb)	\$14.00	\$			
Mahi Mahi (1 lb)	\$24.00	\$			
Basket of Corn Muffins-1 doz	\$10.00	\$			
Basket of Dinner Rolls-1 doz	\$10.00	\$			
Coleslaw (1 lb)	\$7.00	\$			
Potato Salad (1 lb)	\$7.00	\$			
Macaroni Salad (1lb)	\$7.00	\$			

Total \$ _____
22% Gratuity _____
7.85% Tax _____
Total Amount \$ _____

1. We require full pre-payment of all items ordered prior to your event.
2. **Tax is charged on both food and service amount.
3. Utah Food Services retains the exclusive right to provide, control, and retail all Food and Beverage services throughout the facility.
4. Client must provide table or counter space for all food needs within their booth.

I would like this order to be billed to my credit card Card type: _____
Card# _____ Expiration Date: _____
Please print name as it appears on card: _____
Approval Signature: _____ CRV #: _____

Please Fax Your Completed Order to 801-328-9772, mail to: Utah Food Services, 100 S West Temple, Salt Lake City, Utah 84101, or call us at 801-531-0226

HEARTH, PATIO & BARBECUE ASSOCIATION

HPBEXPO 2014

NATURAL GAS SERVICE APPLICATION FORM

Natural gas will not be provided unless you have already informed Hearth Patio & Barbecue Association of your requirements by submitting this Natural Gas Service Application Form. This is a separate charge and Applicants are responsible for their own connection fees. Charges for gas service are: two (2) connections or less \$200. Any additional connections will be \$90 each. Please complete the form below and mail to:

Questar Gas Company
1140 West 200 South, P.O. Box 45360
Salt Lake City, Utah 84145-0360
Attn: Troy Garner, Mailstop DNR130
PH: 801-324-3781 Fax: 801-324-3969

Please sign and return this application with payment no later than February 1st, 2014, or additional charges may be incurred. Questar Gas Company accepts money orders, cashier's checks and major credit cards**.

Applicant: _____ Contact Person: _____ Telephone: _____
Address: _____ City: _____ State: _____ Zip: _____
Outdoor Booth #: _____ Date of Setup: _____ Time: _____

Complete the following for each piece of equipment requiring gas. Attach catalogue cuts showing appliance dimensions, connections, and gas requirements; booth layout/floor plan showing location of appliances. Please attach additional forms if necessary.

PLEASE TYPE OR PRINT INFORMATION

1. Type of equipment: _____ # of Appliances: _____
Gas Pressure: _____ BTU: _____
2. Type of equipment: _____ # of Appliances: _____
Gas Pressure: _____ BTU: _____
3. Type of equipment: _____ # of Appliances: _____
Gas Pressure: _____ BTU: _____
4. Type of equipment: _____ # of Appliances: _____
Gas Pressure: _____ BTU: _____

TOTAL NUMBER OF NATURAL GAS CONNECTIONS REQUIRED: _____

Method of Payment:

___ Money Order

___ Cashier Check

___ Credit Card ___ Visa ___ Master Card ___ Discover Card ___ Diner's Club

** A nominal convenience fee will be added to the total amount of payment **

Credit Card Number _____ Expiration Date: _____

Cardholder Signature: _____

PAYMENT

1 OR 2 CONNECTIONS \$200

Additional Connections:

Qty _____ x \$90.00 each = \$ _____

Total Payment \$ _____

SEE REVERSE SIDE FOR TERMS AND CONDITIONS
APPLICANT MUST SIGN APPLICATION ON REVERSE SIDE TO RECEIVE SERVICE

TERMS AND CONDITIONS

This application is for the installation of gas piping facilities necessary to receive natural gas service

1. Questar Gas Company will be responsible for the connection, testing and disconnection of fuel lines to each appliance.
2. Questar Gas Company will not be responsible for proper venting, appliance testing or adjustments. If additional services are requested, there will be additional charges to the Applicant.
3. Applicant shall be responsible for daily start-up and shutdown of appliances.
4. The fees set forth in this application are for the installation of gas piping facilities only and do not include the costs of natural gas commodity. Applicant must make its own separate arrangement with Hearth, Patio and Barbecue Association for the purchase of natural gas.
5. Applicant warrants that its appliances have been safety tested in accordance with all applicable standards and must provide proof at time of connection relating to the intended use of the appliance. In lieu of proof of certification, Applicant may provide written permission from the relevant local safety authorities for the installation and operation of the appliances.
6. The operation and design of all appliances must conform at all times to all fire and safety codes.
7. Once Questar Gas Company has connected the fuel line to the appliances, the Applicant must not disconnect, reconnect, install or in any way modify or alter the piping facilities providing gas service to the Applicant. Applicant shall not attach or anchor anything to the gas piping or do anything to jeopardize the integrity of the piping. The fuel line and any and all appurtenances installed by Questar Gas Company shall at all times remain solely the property of Questar Gas Company.
8. Applicant's appliances will be connected by Questar Gas Company on a "first ready, first served" basis. Appliances shall not be deemed "ready" until Applicant's appliances meet the requirements of sections 5 and 6 above.
9. Questar Gas Company may refuse, disconnect or terminate service if Applicant fails to comply with the terms of this Application. Service will not commence or resume until the non-compliance has been corrected.
10. Applicant agrees to waive, indemnify and hold Questar Gas Company harmless against all claims of any nature for damage to property or injury or death to persons arising for the design or operation of Applicant's appliances or Applicant's breach of this Agreement.

Agreed and accepted on _____
(Date)

Applicant: _____
(Please type or print Company name)

By: _____
(Authorized Signature) (Title)

Tents and Structures

F R E E M A N850 Spice Island Drive
Sparks, NV 89431
Ph:(775) 355-4600 • Fax: (469) 621-5617DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 13, 2014INCLUDE THE FREEMAN METHOD OF
PAYMENT WITH YOUR ORDER

NAME OF SHOW:

HPBExpo 2014 • MARCH 6 - 8, 2014

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

CONTACT NAME:

PHONE #:

	Discount Price	Regular Price	QTY	Total
8' High Canopy *	\$6.00	\$12.00	_____	_____
Priced per square foot, 100 SF minimum (100 Sq. Ft. Increments)				
8' High Sidewall Enclosures *	\$5.00	\$10.00	_____	_____
(per linear ft.)				
Wood Flooring	\$6.00	\$12.00	_____	_____
(per sq. ft.)				
Surface made level and raised to accommodate waterflow, etc., will be quoted upon request. Excellent surface for carpeting and exhibit installation. *Onsite flooring orders will be accepted on an availability basis and may not be filled, and if filled will incur significant additional charges. (including minimum forklift charge)				
Outdoor Carpeting (Green Astroturf)	\$1.95	\$2.15	_____	_____
(per sq. ft.)				
Basic Lighting	\$145.00	\$290.00	_____	_____
(per 100 sq. ft.) - Electrical Service Not Included				

Custom Options Available, including:

Larger Structures (over 20' x 20') *

Custom Lighting

Doors



* PLEASE NOTE: Exhibitors will be billed for permits by square footage of the tent ordered as per the City of Salt Lake.

Special Requirements/Instructions:

PAYMENT POLICY: ALL ORDERS ARE GOVERNED BY FREEMAN'S PAYMENT POLICY AND THIRD PARTY BILLING AUTHORIZATION FORM
WHICH MUST BE SIGNED AND ACCOMPANY THIS ORDER FORM. FULL AMOUNT OF THE INVOICE BALANCE MUST BE PAID BEFORE SHOW CLOSING

SUB-TOTAL: \$ _____ 6.85% TAX: \$ _____

TOTAL THIS PAGE: \$