



Trade Show Exhibitor Invitation and Registration



2022 Conference & Annual General Meeting May 15 to 18 Delta Ocean Pointe Resort Victoria, B.C.

The Building Officials' Association of B.C. (Association) is pleased to invite your organization to participate in the trade show at our 68th Annual General Meeting and Conference.

The Association has nearly a thousand members across the province. Most members are employed as building and plumbing officials by local governments to review plans and inspect construction or plumbing systems for compliance with the B.C. Building Code. Members also come from other segments of the building regulatory system, such as building design, construction, testing, and code development. Under the Building Act, the Association has been delegated legislative responsibility for administering exams and other qualification requirements for building and plumbing officials in B.C.

The annual Association conference brings together building and plumbing officials, staff from municipal and provincial governments, engineers, architects, and representatives from regulatory bodies and industry associations. The event is typically attended by 150-200 delegates from across the province and provides an excellent opportunity for your organization to showcase its products or services to stakeholders from the B.C. building regulatory system.

Further information about the trade show, including registration fees and schedule, is attached for your review. **The deadline to register and secure your booth is March 31, 2022.** If you have any questions, please contact Jennifer Schwaertzel, Member Services Coordinator, at jennifer@boabc.org or 250-270-9516.

Thank you for your time and consideration, and we hope to see your organization represented in the trade show in May!

Sincerely,

Tyler Wightman
Executive Director and Registrar
Building Officials' Association of B.C.



2022 Conference & Annual General Meeting May 15 to 18

Trade Show Exhibitor Information

The trade show at the Building Officials' Association of B.C. (Association) annual conference provides an outstanding way for your organization to showcase its products and services for building and plumbing officials and other stakeholders from across B.C.

There are only 37 booths available for the trade show and booths are assigned on a first-come- first-served basis according to application date.

Trade show registration entitles your organization to:

- an exhibitor booth staffed by one attendee to display information about products and services on Sunday evening (May 15) and Monday morning (May 16)
- meals and refreshment breaks for the attendee staffing the exhibitor booth on Sunday and Monday

Each trade show booth is an 8 x 8 draped space that includes a covered and skirted table, two upholstered chairs, and one 750-watt electrical outlet. Wi-Fi access is available for free through the hotel network.

Please note that there is an additional fee of \$150 for each attendee to staff the exhibitor booth beyond the one attendee already included in the registration fee.

REGISTRATION FEES

EARLY BIRD FEE	Until February 15, 2022	\$1,350
REGULAR FEE	February 16-April 1, 2022	\$1,500

SCHEDULE

SETUP	Sunday, May 15	10:00 AM to 3:00 PM
TRADE SHOW OPEN	Sunday, May 15	5:00 PM to 9:00 PM
	Monday, May 16	7:00 AM to 12:00 PM
TAKE DOWN	Monday, May 16	1:00 PM to 5:00 PM

DELTA VICTORIA OCEAN POINTE RESORT AND SPA
ARBUS BALLROOM & FOYER





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Trade Show Registration Form

Organization _____

Address _____

Postal Code _____

Contact _____

Telephone _____

Email _____

Preferred booth number(s) _____

TRADE SHOW ATTENDEES

1. Name: _____ Email: _____

2. Name: _____ Email: _____

3. Name: _____ Email: _____

Please note one attendee is included with each trade show registration. An additional fee of \$150 will be applied to each additional attendee.

Trade show booths are assigned on a 'first-come-first-served' basis.

Once your registration form is received, the Association will confirm receipt and invoice you the amount owing. Invoices can be paid online through the Association website or by cheque. Registration is considered complete once payment has been received. Further details about payment will accompany your invoice.

We agree with the arrangements as stated in the **TRADE SHOW EXHIBITOR INFORMATION:**

SIGNATURE: _____ DATE: _____