



Annual Conference

October 22-24, 2025 | The Westin Pittsburgh

Exhibitor Agreement

Please email the completed and signed form to: [Liz Fischer@LFischer@bcxa.org](mailto:Liz.Fischer@LFischer@bcxa.org)

Organization Information

EXHIBIT CONTACT			PAYMENT INFORMATION		
Name			Name of Cardholder		
Company/ Agency			Payment Type	Visa	MasterCard
Email Address			Credit Card Number		
			Expiration Date	Total Due \$	
Address			Credit Card Billing Address		
City	State/ Province	Postal Code	City	State/ Province	Postal Code
Country (if not in United States)			Country (if not in United States)		

Information for Online Listing

BCxA must receive agreement form, payment, and your organizations digital logo, by Aug 31, 2025 Please email [logo](mailto:L.Fischer@bcxa.org) to: L.Fischer@bcxa.org

Organization Name (Alphabetical Listing as it should be listed in program)	Organization tagline or description to be listed with logo. No more than 150 words.
Web Address	

Exhibit Table Selection

Spaces are approximately (10' x 10") - \$1,950.

Exhibitor space reservations are accepted on a first-come, first-served basis. Assignments are confirmed only after full payment has been processed. All reservations and full payment for exhibit tables is required no later than August 31, 2025.

Agreement and Signature

We hereby apply for exhibit space at the BCxA Conference. We further agree to abide by all regulations under Contract Regulations in the attached Exhibit Space Contract. This Agreement shall become effective on the date signed below and will remain in effect until all responsibilities set out are fulfilled.

SIGNATURE

Exhibitor Contract Terms

Contract for Space: The Application must be completed and accompanied by the total exhibitor table fee for the number of spaces requested before it will be processed or space assigned. The signed Application and subsequent notice of assignment constitute a contract between the Building Commissioning Association (BCxA) and the exhibitor. Any point not specifically covered is subject to the decision of BCxA, whose decision shall be final.

Eligibility to Exhibit: The content of materials displayed in the Exhibit Space must contribute to inform those in the commissioning profession or the built environment and aid in the professional development of our attendees. BCxA reserves the right to refuse any application for exhibit space or curtail or cancel any exhibit that in the sole judgment of the Executive Director are not consistent with the Association. This policy also applies to the nature of displays, advertisements, sales of products (including novelties and souvenirs), and the decorum of exhibitors or their employees. Exhibits cannot be used for politically or ideologically partisan purposes, and are subject to the approval of the BCxA Executive Director or designee.

Assignment of Space: Exhibitor spaces will be assigned at the discretion of BCxA. BCxA will attempt to assign requested spaces; however, if none of the requested spaces are available, we will contact you with a space in a comparable location. BCxA reserves the right to alter exhibitor's assigned location at any time if deemed in the best interests of the Exhibition. BCxA will consult with exhibitor before exercising its discretion.

Withdrawal: Cancellations must be made, in writing, no later than August 31, 2025, and refunds will be processed, less a 50% administration fee no later than (5) five business days after receipt of written notice of cancellation. No cancellations or refunds after August 31, 2025.

Termination of Meeting and Exhibit: Should the premises in which the Exhibition is to be held become unfit for occupancy, by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of BCxA, the Application and Contract may be terminated. BCxA will not incur any liability for damages sustained by the exhibitor as a result of such termination. In the event of such termination the exhibitor expressly waives such liability and releases BCxA of and from all claims for damages and agrees that BCxA shall have no obligations except to refund to the exhibitors a prorated share of the aggregate amount received by BCxA (as rental for exhibit space for said Exhibit), after deducting all costs and expenses in conjunction with such Exhibit, including a reasonable reserve for claims.

Table Personnel/ Badges: The fee for exhibitor tables includes one (1) full conference registration and (2) exhibitor only registration for the first day only. Displays must be staffed during the BCxA Social Hour. Badges must be worn at all times for admission to the conference space. A list of Exhibitor Personnel must be received on or before August 31, 2025.

Display Rules and Regulations:

All display fixtures must be confined to that area of the exhibitor's space. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3". Displays must be contained within the assigned booth spaces in such a way that they do not interfere with other exhibitors' displays. Furnishings/ Electrical/Audio Visual Equipment: Each exhibit space will be provided 1'–6' table with 2 chairs and a wastebasket. An Exhibitor Service Kit will be forwarded to all confirmed exhibitors in late spring which has additional furnishings, audio visual and electrical services available for rental.

Labor/ Safety/ Fire: Exhibitors will comply with all applicable statutes, ordinances, rules and requirements relating to health, fire, safety, and use of the premises. Exhibitor table decorations must be flame-proof and all hangings must clear the floor. Electrical wiring must conform with all federal, state and municipal government requirements and to National Electrical Code Safety Rules. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel at exhibitor's expense all or such part of the exhibit as may be irregular.

Indemnification and Waiver: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage, including that by fire, and theft, to exhibitor's displays, equipment and other property brought upon the premises of the Hotel and shall indemnify and hold harmless the Hotel, and BCxA and their agents, servants, employees, officers, directors, staff and members. Each participant by signing the application for participation expressly understands that they release BCxA from, and agrees to indemnify it against any and all claims for such loss, injury or damage. Exhibitors must adequately insure their materials, goods, wares and exhibits against loss or injury of any kind and must do so at their own expense.