



Advancing Professional Construction
and Program Management Worldwide

EXHIBITOR INFORMATION
2017 NATIONAL CONFERENCE & TRADE SHOW
CONFERENCE DATES: OCTOBER 8-10, 2017 • SHOW DATES: OCTOBER 9-10, 2017
Washington HILTON
Washington, DC

EXHIBIT LOCATION: 1919 CONNECTICUT AVE., NW, WASHINGTON, D C, 20009

Tel: 202-483-3000

Website: <http://www3.hilton.com/en/hotels/district-of-columbia/washington-hilton-DCAWHHH/index.html>

Exhibit Space: Columbia Ballroom

CONFERENCE: Updated conference information can be obtained from CMAA's web site Information: (<http://nationalconference.cmaanet.org/>)

EXHIBIT BOOTH: Each 10'x10' exhibit booth contains a six-foot skirted table, two plastic chairs, a wastebasket, and an identification sign. The 10-foot wide back drape is eight feet tall and the two 10-foot wide side rails are three feet tall. The Sapphire Ballroom is carpeted (it's not necessary to provide carpet for your booth), has ceiling heights throughout of 26-feet, and is located on the 4th Level of the Hotel.

During trade show hours, the Ballroom will be the location for the refreshment breaks as well as several meal functions. On Monday, lunch and a reception will be held, and on Tuesday, a continental breakfast will be held. These food functions are included with the registration fee for exhibitor personnel.

The trade show will be accessible to exhibitors for an hour before opening and a half-hour after closing time on Monday and an hour prior to the scheduled opening time on Tuesday.

Exhibitors are required to staff their booths during the full show hours.

Early tear-down in advance of the show closing is NOT permitted.

EXHIBITOR REGISTRATION: One Complimentary Trade Show Staff registration is included with each 10'x10' booth. Additional exhibitor personnel needing to access only the trade show may attend for \$395 each. Please use the Booth Personnel Registration form provided to register staff whether complimentary or paid and return it as indicated on the form. This form is provided in the exhibitor materials from GES Exposition Services and in advance by email. The deadline for advance registration of staff is September 29. All exhibit personnel must register prior to entering the exhibit hall. Exhibitors must wear their badges throughout the conference.

INSURANCE: A Certificate of Liability Insurance, naming CMAA and Washington Hilton as additional insureds, must be provided to CMAA as stipulated in the Rules & Regulations Governing Trade Show by September 9. Refer to the Rules for other insurance requirements such as GES's insurance requirements for third-party installers.

ONLINE EXHIBITOR LISTING: The online exhibitor listing is available to all exhibitors, allowing visibility prior to the Conference. Please send the following information to mghaussy@cmaanet.org by August 15.

- Hi Res Logo (.jpeg format preferred) with minimum size of 500 pixels wide at 72 dpi
- 125-word description
- Company name as you would like it to be published
- Website to be published
- Name of contact person to be published
- Title of this person
- Phone number to be published
- Email address for this contact person

ON-SITE PROGRAM: Your company description will be included in the Conference Onsite Program as well as on the online exhibitor listing.

ATTENDEE LIST: Exhibitors are provided with one complimentary pre-show and one post-show attendee list. The pre-show list will not be available until September 1 in order to include all early bird registrants. The post-show list will be distributed to you by October 25. These lists are to be used only once and only for the purpose of advertising the company's participation in CMAA's Trade Show; do not automatically add the Conference attendees to your mailing lists.

SPONSORSHIPS / Sponsorship and marketing opportunities for CMAA's National Conference & Trade Show are still available and include:

- Sponsorships at all levels (Bronze, Silver, Gold, Platinum)
- Marketing Opportunities – from session room drops, to bag inserts, logo placements, electronic ads, opportunities to increase your exposure during the Conference are plentiful and can be tailored to fit any budget.

For more information on these opportunities, contact Mark Gedris at 703-677-3375, mgedris@cmaanet.org.

ON-SITE DECORATOR: GES Exposition Services, is CMAA's official service contractor. The Exhibitor Service Kit will contain forms for ordering for AV needs, floral, shipping, photography, material handling, etc. Here is a link to the [Exhibitor Kit](#). Information on ordering electricity, telephone lines, and Internet lines from the hotel will be available on the Exhibitor Resources page.

UNION RULES: A full explanation of DC's union rules will be contained in the Exhibitor Service Kit and all exhibitors are expected to comply with these rules.

SHIPPING: INFORMATION: Please refer to information in the Exhibitor Kit provided by GES Exposition Services, CMAA's official Show Management Company. The Washington Hilton will not accept shipments consigned to an exhibitor in a trade show booth,

therefore, exhibitors are to ship booths and materials to GES rather than to the hotel; GES delivers your shipment directly to your booth space, saving you from a possible search of the hotel's package area.

ACCOMMODATIONS: Hotel Arrangements are made with Washington Hilton for sleeping rooms at a discounted rate of \$293/single or double occupancy per night, plus state and local taxes. All reservations must be made directly with the hotel and are accepted on a first-come, first-served basis. Rooms are available at the discounted rate of \$293 per night (plus applicable taxes) until the room block is full or until September 15, 2017, whichever occurs first. CMAA encourages you to book your room early! Access the online reservation process at <http://nationalconference.cmaanet.org/>.

EXHIBIT HOURS:

A tentative schedule for the trade show is outlined below, but is subject to change. The full Conference schedule is available in the preliminary brochure and online.

Sunday, 8 October	8:30am – 6:30pm	Conference Registration
	9:00am – 5:00pm	Exhibitor Set Up
Monday, 9 October	7:00am – 5:00pm	Conference Registration
	8:00am – 9:00am	Exhibitor Only Access
	9:00am	Trade Show Opens
	9:00am – 9:30am	Networking Break in Trade Show
	10:30am – 11:00am	Networking Break in Trade Show
	12:00pm – 1:30pm	Luncheon in Trade Show
	2:30pm – 3:00pm	Networking Break in Trade Show
	4:00pm – 5:00pm	Reception in Trade Show
	5:00pm	Trade Show Closes
5:00pm – 5:30pm	Exhibitor Only Access	
Tuesday, 11 October	7:00am – 8:00am	Exhibitor Only Access
	8:00am	Trade Show Opens
	8:00am – 9:00am	Continental Breakfast
	10:30am – 11:00am	Networking Break in Trade Show
	11:00am	Trade Show Closes *
	11:05am – 4:00pm	Exhibitor Tear Down**

**Exhibitor tear down is NOT permitted prior to the close of the Show. Management will monitor the show floor for compliance.