



EXHIBITOR INFORMATION
2008 NATIONAL CONFERENCE & TRADE SHOW
OCTOBER 12-14, 2008
HYATT REGENCY EMBARCADERO HOTEL
San Francisco, California

EXHIBIT LOCATION: Hyatt Regency Embarcadero, 5 Embarcadero Center, San Francisco, CA
Tel: 415-788-1234 and Fax: 415-398-2567
Exhibit Space: Pacific Concourse

CONFERENCE INFORMATION: Updated conference information can be obtained from CMAA's web site (www.cmaanet.org) or by calling CMAA (703-356-2622).

EXHIBIT BOOTH: Each 8'x10' exhibit booth will contain a six-foot table, two chairs, a wastebasket, and an identification sign. The Pacific Concourse is carpeted, so it's not mandatory to provide carpet in your booth.

During trade show hours, the exhibit floor will be the location for the refreshment breaks and two lunches, one Sunday and one Monday. Lunches are included with the registration for all exhibitor personnel.

The trade show will be accessible to exhibitors one hour prior to the scheduled opening time Monday and a half hour after closing time on Sunday.

EXHIBITOR REGISTRATION: One full conference registration is included with each 8'x10' booth space. Exhibitor personnel needing to access only the trade show may attend for \$250 each. Please use the Booth Personnel Registration form to provide all staff names whether complimentary or paid and return it as indicated on the form. This form will be provided in the exhibitor materials from GES Exposition Services and also in advance by email.

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 as an additional insured, must be provided to CMAA by **September 29** as stipulated in the Rules Governing Trade Show. Other insurance issues are covered in the Rules.

COMPANY DESCRIPTION: Your company description will be included in the onsite program given to all attendees. Please email your 150-word company description to mmontague@cmaanet.org no later than **August 25** for inclusion in this program.

WEBSITE LISTING: CMAA will link your firm's website from its website in the exhibitor listing area of the National Conference information web page.

- ATTENDEE LIST:** Exhibitors are entitled to one pre-show and one post-show attendee list. The list will not be available before **September 11** in order to include all pre-registrations received by CMAA.
- CANCELLATION:** All booth cancellations must be submitted in writing to CMAA. Notice must be received no later than **June 15** to receive a 100 percent refund, less a processing fee of \$100. Refunds for booth fees will not be made after that date.
- SPONSORSHIPS:** Sponsorship opportunities for CMAA's National Conference & Trade Show are still available. If you are interested, please call Mariam Ghaussy at CMAA at 703-677-3366 or you may access the list on CMAA's website.
- ONSITE DECORATOR:** GES Exposition Services, CMAA's official service contractor, will mail an Exhibitor Service Kit to you within 60 days of the meeting. Phone, Internet, and electrical needs are ordered from the Hyatt, using the forms provided by GES Exposition Services. Forms for AV needs, floral, etc. will also be in the Service Kit.
- SHIPPING INFORMATION:** Please refer to GES Exposition Services, CMAA's official show management company.
- HOTEL ACCOMMODATIONS:** Arrangements have been made with the Hyatt Regency Embarcadero Hotel for sleeping rooms at a discounted rate of \$199 per night, single or double occupancy. Beginning in June, you can call (415) 788 1234, ask for reservations, and refer to the Construction Management Association of America's 2008 National Conference OR you can access room reservations online (link from CMAA's website). Discounted rates are available until **September 8**. Only a limited number of rooms are available at this special conference rate; space and rates after September 8 are based on the hotel's availability.
- TRAVEL:**
- From South Bay or San Francisco International Airport (14 miles):**
Take Highway 101 North, follow signs to Bay Bridge. Before you cross the Bay Bridge, take 7th Street Exit. Turn left on 7th Street. Turn right on Market Street. Continue one mile and turn left on Drumm Street. The hotel is on the corner of Market and Drumm Streets.
- OR**
- Take Highway 280 North until it turns into King Street. Continue on King Street and turn left at 3rd Street. Continue on 3rd Street across Market Street, where 3rd Street turns into Kearny Street. Turn right on California Street. Turn left on Drumm Street. The hotel is on the corner of Market and Drumm Streets.
- From East Bay or Oakland International Airport (19 miles):**
Take Highway 80 across the Bay Bridge (\$3 toll). Take the Fremont Street Exit. Follow Fremont Street across Market Street, where Fremont Street turns into Front Street. Turn right on California Street. California Street will dead end at Drumm Street. The hotel is on the corner of Market and Drumm Streets.
- Shuttle Service**
Shuttle service is available from the Hyatt using Lorrie's Airport Service. For prices and reservations, please visit:
<http://gosfovan.hudsonltd.net/res?USERIDENTRY=HYATTREG&LOGON=GO>.

EXHIBIT HOURS:

A tentative schedule for the trade show is outlined below:

Saturday, 11 October	1:30pm – 6:00pm	Exhibitor Set Up
Sunday, 12 October	7:00am – 9:00am	Exhibitor Set Up
	11:00am	Trade Show Opens
	1:00pm – 2:30pm	Luncheon in the Show
	3:45pm – 4:15pm	Networking Break in the Show
	6:00pm	Trade Show Closes
	6:30pm – 8:00pm	Welcome Reception
Monday, 13 October	8:00am – 9:00am	Exhibitor Only Access
	9:00am	Trade Show Opens
	9:00am – 9:30am	Networking Break in the Show
	10:45am – 11:15am	Networking Break in the Show
	12:30pm – 2:00pm	Luncheon in the Show
	3:00pm	Trade Show Closes
	3:00pm – 6:00pm	Exhibitor Tear Down