



To: Participating Exhibitors
From: Noelle Borman (CMAA Associate, Meetings and Member Engagement)
Re: CMAA2025
 Ryman B2 Hall | Gaylord Opryland | Nashville, TN

We are pleased you will be joining us for CMAA2025 at the Gaylord Opryland in Nashville, Tennessee, October 19 - 21, 2025. The show floor will be in the Ryman B2 Hall. Please note the following overview of exhibitor hours:

Exhibitor Set Up:

Sunday, October 19: 9:00 a.m. – 3:00 p.m.

Exhibitor Dismantle:

Tuesday, October 21: 11:45 a.m. – 3:00 p.m.

Expo Open:

Sunday, October 19: 5:00 – 6:00 p.m.

Monday, October 20: 9:15 – 11:45 a.m. & 2:00 – 4:00 p.m.

Tuesday, October 21: 8:30 – 11:45 a.m.

Each 10' x 10' booth space will be furnished as follows:

- | | |
|--|--------------------------------------|
| ✓ 8' high backwall drape (blue & white) | ✓ 2 chairs |
| ✓ 3' high sidewall drape (blue) | ✓ 1 wastebasket |
| ✓ 1 – 6' draped table (white) | ✓ 1 booth identification sign |

The exhibit hall is carpeted. Any additional requirements you may have outside of this booth package (electrical, shipping fees, additional furniture, cleaning, etc.) are at your own expense. Double booths will not have a 3' sidewall drape divider.

The following information is very important in preparation for this conference:

- Information on shipping, electricity, furnishings, venue guidelines etc. is available in this exhibitor kit. Please pay close attention to the deadlines included on the forms. **The Freeman Online Exhibit Kit** can be found here: <https://www.freemanco.com/store/show/landing?nav=02&showID=539460>.
- As exhibitors, you are required to keep all materials within the confines of your booth. Materials should not obstruct the view or interfere with exhibits of others. No booth materials (including chairs) are allowed in the aisles.
- Pay close attention to the **shipping and handling** fees found in the Shipping & Material Handling section of the Freeman Online Exhibit Kit. Advance shipment(s) to the Freeman warehouse must be received between **September 19, 2025 – October 13, 2025**. Direct shipment(s) to the show site at the Gaylord Opryland can only be received starting **October 19, 2025**.
- Security will be provided for the Exhibit Hall beginning on the day of setup until tear down. However, each exhibitor should make provisions to safeguard their goods for the entire show (including non-expo hours). CMAA will not be responsible for loss or damage due to any cause. All exhibitors must wear a CMAA2025 conference name badge for admission to and while in the Exhibit Hall.
- Visit the official CMAA2025 website [here](#) for up-to-date agenda information and accommodation information.

If you have any questions regarding the logistics of CMAA2025, please contact the CMAA Meetings department at: meetings@cmaanet.org

We look forward to seeing you in Nashville for another great show!

Thank you,

Construction Management Association of America

OFFICIAL SHOW CONTRACTORS

The following firms have been designated as official show contractors and will be available to supply the service(s) designated below to exhibitors.

<p>GENERAL SERVICES CONTRACTOR <i>Advance shipping, material handling, labor, cleaning, furniture, displays, signs</i></p> <p>Freeman – Quick Facts Full Site</p> <p>Monday – Thursday: 7:00 a.m. – 7:00 p.m. CT Friday: 7:00 a.m. – 5:00 p.m. CT P: 888 – 508 - 5054</p>	<p>AUDIO/VISUAL EQUIPMENT <i>Monitors, lighting, computers</i></p> <p>Avad3 See CMAA Exhibitor Service Center Documents for the A/V catalog. Order form</p> <p>Contact: Kaleb Keene P: (318) 680-0700 E: kaleb.keene@avad3.com</p>
<p>LEAD RETRIEVAL <i>Lead retrieval equipment and post-show leads</i></p> <p>eShow - Online Ordering</p> <p>P: 847-620-4499 E: leads@goeshow.com</p>	<p>OTHER <i>Electrical, internet, F&B, other hotel needs</i></p> <p>Gaylord Opryland See CMAA Exhibitor Service Center Documents for Internet and electricity rates, and Boomer portal access instructions. Note: Boomer portal will not be available until July 24, 2025.</p> <p>For Internet and electricity: Ben McNabb - ben.mcnabb@gaylordhotels.com Food & beverage/meeting space: Celisse Shute - celisse.shute@gaylordhotels.com</p>
<p>CMAA EXHIBITS & SPONSORSHIP <i>Booth space, exhibit rules and regulations, sponsorships</i></p> <p>Natalie Dougherty Director, Business Development CMAA</p> <p>P: 571-581-3480 E: ndougherty@cmaanet.org</p>	
<p>CMAA GENERAL CONFERENCE INFORMATION <i>Registration, exhibitor service center access, general questions</i></p> <p>Noelle Borman Meetings Associate CMAA</p> <p>P: 703-677-3370 E: nborman@cmaanet.org</p>	

EXHIBIT SCHEDULE

Saturday, October 18, 2025	1:00 p.m. – 5:00 p.m.	Freeman move-in
Sunday, October 19, 2025	9:00 a.m. – 3:00 p.m. 5:00 – 6:00 p.m.	Exhibitor set-up CMAA2025 Expo Sneak Peek Reception
Monday, October 20, 2025	9:15 – 11:45 a.m. 9:15 – 10:00 a.m. 11:00 – 11:45 a.m. 2:00 – 4:00 p.m. 2:00 – 2:30 p.m. 3:30– 4:00 p.m.	CMAA2025 Expo Open Networking Break in CMAA2025 Expo Networking Break in CMAA2025 Expo CMAA 2025 Expo Open Networking Break in CMAA2025 Expo Networking Break in CMAA2025 Expo
Tuesday, October 21, 2025	8:30 – 11:45 a.m. 8:30 – 10:00 a.m. 11:00 – 11:45 a.m. 11:45 a.m. 11:45 a.m. – 3:00 p.m.	CMAA2025 Expo Open Breakfast with Exhibitors Networking Break in CMAA2025 Expo CMAA2025 Expo Closes Exhibitor Dismantle

PLEASE NOTE

- It is very important that you adhere to the rules and regulations of the show and staff/maintain your booth throughout the expo hours. **No booth may be dismantled prior to 11:45 a.m. on Tuesday.** Failure to remove your materials on the date and time specified will constitute the authority of the Exhibits Manager to remove the exhibit at the expense of the exhibitor.
- All exhibit personnel are expected to make travel arrangements in accordance with the official exhibit hall schedule. As a courtesy to other exhibitors and all conference attendees, exceptions to installation and dismantle times will not be allowed based on flight times or any other travel arrangements made by an exhibiting company or any employee of that company.
- Only company personnel may remove property from the Exhibit Hall. No one will be permitted to remove property and/or equipment without an exhibitor badge.
- It is explicitly agreed by the exhibitor that in the event the exhibitor fails to install their product in their exhibit space within the time specified for installation, fails to pay the space rental at the time specified, and/or fails to comply with any other provisions concerning use of exhibit space, the management shall have the right to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. If booth space is not occupied by 5:00 p.m. on Sunday, October 19, the management may take possession of said space. Exhibitors will not be allowed access to the exhibit hall until all outstanding balances have been paid.
- Exhibitors must comply with local union rules and regulations. A copy of the rules and regulations is included in the online service manual.

Registration Information

DEADLINE: October 14, 2025

You must register your booth staff that will be attending CMAA2025. Booth packages include two (2) complimentary Exhibit Hall Only registrations per 10' x 10' space, unless otherwise noted.

Download the Exhibit Hall Staff registration form from the [CMAA Exhibitor Service Center Documents](#) and submit your registrations to meetings@cmaanet.org

Badge Pickup:

CMAA's registration desk will be open during the following hours for badge pickup.

- Sunday, October 19, 9:00 a.m. – 6:00 p.m.
- Monday, October 20, 7:30 a.m. – 6:00 p.m.
- Tuesday, October 21, 7:30 a.m. – 1:00 p.m.

BADGES WILL **NOT** BE MAILED IN ADVANCE.

Floor Plan and Exhibitor List

For an up-to-date floorplan with current exhibitors, check the [Exhibit Map page](#). This page will be updated regularly.

Exhibitor Directory and Logo Entry

DEADLINE: September 24, 2025

Each exhibiting company will be listed in our event app. **Your company name, telephone number, fax number, email address, website, and mailing address will appear as you submit it.** Your listing in the directory includes the following:

- Hi Res Logo (.jpeg or .png format preferred) with minimum size of 500 pixels wide at 200 dpi
- 500-character company 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

Please login to the Exhibitor Service Center no later than **September 24, 2025** to submit your company's information:
https://s2.goeshow.com/cmaa/annual/2025/exhibitor_service_center.cfm

Required Insurance

Certificates must be submitted by September 24, 2025 to CMAA Meetings at meetings@cmaanet.org.

Exhibitors shall insure their own exhibit and display materials. Exhibitors must carry through the term of the Show (installation, use of trade show premises, dismantling) policies of Comprehensive General Liability insurance, insuring and specifically referring to the Contractual liability set forth in the Exhibit Agreement, in an amount not less than \$1 million Combined Single Limit for personal injury and property damage. Proof of this insurance must be submitted in advance to CMAA, naming CMAA, the Gaylord Opryland, its owners, its operator, and its parent as additional insureds. Workers Compensation & Employers Liability insurance, Automobile insurance, and Excess/Umbrella Liability insurance shall be in full compliance with all federal/state laws, covering all the Exhibitor's employees engaged in the performance of any work for Exhibitor, although it's not required that those Certificates be provided. Independent of any insurance coverage, Exhibitor assumes entire responsibility and agrees to protect, defend, indemnify and save the CMAA and the Gaylord Opryland, its owners, its operator, and each of its parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against any claims, losses or damages to persons or property, governmental charges or fees and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Gaylord Opryland and its employees and agents.

In the event the Exhibitor utilizes the services of an EAC to set up and/or dismantle the booth, that EAC must provide the named decorating firm with notice at least 10 days prior to the move-in date. In addition, the EAC must provide this firm with a General Liability Insurance Certificate in the amount of \$2 million and name the firm and CMAA as additional insureds. Also, the EAC must carry Workers Compensation insurance in the minimum amount required by State law and automobile insurance in the minimum amount of \$2 million although it's not required that a Certificate be provided.

Attendee Lists

Each exhibitor receives scheduled complimentary pre- and post-show attendee lists. A list will be provided within five business days after the Early Bird deadline, August 27, 2025. Another pre-show list will be provided by October 7, 2025 (two weeks pre-show). The post-show list will be sent approximately two weeks after the end of the conference. Lists will be sent automatically to every exhibitor – **there is no need to request a list.**