



General Information & FAQs

SCHEDULE & IMPORTANT DATES/TIMES

Exhibitor Move-In at The Washington Hilton in Washington, DC:

Wednesday April 23 8:00 a.m. – 3:30 p.m.

*All exhibits must be completed by 3:30 p.m. on Wednesday.
All advance warehouse shipments will be delivered to your booth by 8:00 a.m. on Wednesday.*

Marketplace (Exhibit Hall) Show Hours:

Wednesday	April 23	5:30 p.m. – 7:15 p.m.	Welcome Reception in the Marketplace
Thursday	April 24	9:45 a.m. – 5:00 p.m.	Marketplace Hours
Friday	April 25	10:00 a.m. – 12:30 p.m.	Marketplace Hours

All exhibits must be opened and staffed during the show hours. Exhibitors will be allowed into the Exhibit Hall one (1) hour before it opens on Thursday and Friday. Exhibitors will be required to exit the Exhibit Hall as soon as the show closes each day.

Exhibitor Move Out:

Friday April 25 12:30 p.m. – 4:30 p.m.

Exhibitors may not begin to pack equipment, supplies and literature until the show closes on Friday at 12:30 p.m. All exhibits must be completely out of the hall on Friday by 4:30 p.m. unless arrangements have been made for pick-up with the Freeman Service Desk.

[Click here](#) to access the overall LMA25 conference Schedule-at-a-Glance.

DATES & LOCATION

All LMA Annual Conference related events will all be held at the Washington Hilton from April 23-25, 2025. LMA's reserved room blocks will also be held at the Washington Hilton. [Click here](#) for more information about the location/hotel. The marketplace (Exhibit Hall) will be in the Columbia Ballroom on the Terrace Level of the Washington Hilton.



OFFICIAL EXHIBITOR SERVICES & MATERIAL HANDLING CONTRACTOR

Freeman is the LMA Official Exhibitor Services Contractor, also known as a Decorator. Other official show contractors are listed in the “Exhibitor Services Directory” provided in this section. Onsite, Freeman will maintain an Exhibitor Service Center located inside of the Exhibit Hall in Columbia Ballroom.

[Click here](#) to access the Freeman Services Manual. Please refer to this online manual for all show information such as information and deadlines for shipping, ordering services for electrical, audiovisual orders, and more. Please pay close attention to the Deadline Dates Checklist to ensure timely ordering that will save you money. To view specific pages of this manual scroll down to the Show Information section and click on Forms & Brochures.

All exhibitors using Exhibitor Appointed Contractors (EACs) are requested to copy and send all necessary forms from this service kit to their respective EACs and to Freeman.

SHIPPING

Refer to the section marked “Freeman” for shipping instructions and rates. We also encourage exhibitors to purchase insurance coverage for their booth, in the event your display is damaged or lost in transit. Please note that the instructions for shipping in advance differ from those for shipping to show site.

Shipping ADVANCE Warehouse

Exhibiting Company Name / Booth Number
Legal Marketing Association
C/O TForce Freight / Freeman
6571 Washington Blvd
Elkridge, MD 21075 USA

- Ship early to avoid delays and save money!
- Freeman will accept crated, boxed or skidded material beginning March 24, 2025 at the above address. The Freeman warehouse will be closed on Friday, April 18, 2025, in observance of Good Friday. Material arriving after April 16, 2025 will be received at the warehouse with an additional after deadline charge.
- If required, provide your carrier with this phone number: (888) 508-5054.



Direct to Show Site Shipping Address

Exhibiting Company Name / Booth Number
2025 LMA Annual Conference C/O Freeman
Washington Hilton
1919 Connecticut Ave NW,
Washington, DC 20009

- NOTE: Freeman will receive shipments at the exhibit facility beginning April 22, 2025. Shipments arriving before this date may be refused by the facility.

EXHIBITOR LIST & FLOOR PLAN

The most up to date floor plan and exhibitor list can be found online at: [LMA 25 Floor Plan](#).

EXHIBITOR REGULATIONS

Please refer to the IAEE Rules and Regulations for additional information about your booth space.

BOOTH AND KIOSK PACKAGES

Per 10' x 10' Booth

- 1 – Exhibitor ID sign
- 1 – 6ft white draped table
- 2 – Side chairs
- 1 – Wastebasket
- 8' high white back drape
- 3' high white side drape

NOTE: The exhibit hall is carpeted. Also, an electrical drop/outlet is NOT included with a standard 10'x10' booth but information to add electrical, AV, additional furniture, etc. is included in the Freeman services kit.

Kiosk

IMPORTANT: For information & graphic specifications please [click here](#).

- 1 – Pre-branded kiosk each kiosk will include a 39" x 96" white PVC Event Collection Wall with ID header, a 39" x 78" white countertop
- 2 – Barstools
- 1 – Electrical Drop
- 1 – Locking Pedestal Cabinet
- 1 – Wastebasket



*NOTE: The exhibit hall is carpeted. Also, graphics are complimentary and exact specifications and deadlines [can be found here](#). Also, a TV monitor and mount are not included but may be rented through Encore. Please contact [Encore](#) to order.

IMPORTANT: Camera ready artwork must be submitted by **March 19, 2025**, and approved by **April 2, 2025**. Again, for information on what's included in your kiosk, please [click here](#).

HOTEL RESERVATIONS

You can book your reservation today! [Click here](#) for more information about the location/hotel. LMA has secured a discounted room rate for LMA Annual Conference attendees of \$309 per night (plus tax and fees). This special LMA rate is available until **March 25, 2025**, or until rooms sell out, whichever occurs first. *After this date, reservations will be accepted by the hotel based on availability and at the hotel's prevailing rate.*

Please be aware of companies that may call or email you to assist with hotel reservations for LMA 2025 Annual Convention. The intent is to convince you that the offer is made on LMA's behalf, or that the soliciting company is a viable alternative to going directly to the hotel. These companies are not affiliated with or working in partnership with LMA, and reservations made through these companies cannot be guaranteed. Contact LMA Headquarters at membersupport@legalmarketing.org with any questions or concerns.

ONLINE EXHIBITOR REGISTRATION

[Click here](#) to register your company staff. Please share these codes with applicable staff that are attending the 2025 event.

ONLINE LEAD RETRIEVAL FORM

Would you like to obtain attendees' contact information after the Annual Conference? Consider purchasing a lead retrieval device to capture leads while onsite at the conference and receive their phone number and email address after the show (dependent upon individual attendee granting permission).

Visit this website to order lead retrieval: <https://events.smithbucklin.com/client/LMASwo/540>

For inquiries, please email itevents@smithbucklin.com

Early Bird Deadline to order Lead Retrieval is Wednesday, April 9, 2025.

Freeman
Exhibit Services
ExhibitorSupport@freeman.com

LMA
Exhibit & Sponsorship Management
sponsorships@legalmarketing.org



MOBILE APP

The LMA 2025 Annual Conference will be using a mobile app in lieu of a printed program guide. Reviewing the mobile app will help you identify the key topics that will be addressed at the meeting, as well as other ancillary events that take place during the week. More information regarding the mobile app will be forthcoming prior to the event.

INVOICE & PAYMENT

You will receive your invoice for your contracted exhibit/sponsorship items from our Accounts Receivable Coordinator, Yesy Garcia. For questions regarding payment, please contact ygarcia@legalmarketing.org. Please pay close attention to remittance and payment instructions.

MARKETING KIT

To help spread the word about the value of the conference, we have developed tools for you, which you can utilize when you promote the event to your network [here!](#) We highly encourage all exhibitors to promote their participation for **#LMA25!**

SECURITY & WELLBEING

Realizing the value and importance of your equipment and exhibit material, security guards will be located around the perimeter of the hall from the beginning of move-in to the end of move-out. It should be made clear, however, that although Show Management is providing this service, Show Management is not responsible for any loss or damage of material.

RAFFLES ON-SITE

Please note that the LMA Rules and Regulations stipulate that “raffles and drawings may be conducted within the confines of the exhibitor’s own booth, LMA exhibit management will not be responsible for any promotion of such raffles and drawings and winners will not be announced. Please make sure that the proper steps are taken to distribute your prizes on-site to the winners. LMA will NOT accept your prizes at the close of the show and be responsible for distributing them to the winners.

Contact LMA Sales Manager, [Liz Barrett](#), for more information about participating in LMA’s Passport to Prizes game!



PARTNER HOSTED EVENT FORM

Limited meeting space is available for LMA contracted exhibitor/sponsors only for LMA 2025 Annual Conference associated meetings and/or ancillary events at the Washington Hilton. All meeting space requests must receive LMA Show Management approval.

Please click [here](#) to access the Partner Hosted Event Form. The deadline to submit this form is **Friday, March 21, 2025**. If you have any questions, please email sponsorships@legalmarketing.org.

Once your form is submitted, LMA staff will respond to your request as soon as possible. To ensure availability at the hotel, please submit this form as soon as possible. Space is on a first come, first serve basis.

Available non-conflicting dates and times for ancillary/partner hosted events:

Wednesday, April 23, after 7:15 p.m.

Thursday, April 24, before 8:15: a.m. or after 7:00 p.m.

Friday, April 25, before 8:15 a.m. or after 1:30 p.m.