



General Information & FAQs

SCHEDULE & IMPORTANT DATES/TIMES

Move-In at The Marriott Marquis San Diego Marina:

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

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

Show Hours:

Wednesday April 3	5:00 p.m. – 7:00 p.m.	Welcome Reception in the Marketplace
Thursday April 4	7:15 a.m. – 4:00 p.m.	Marketplace Hours
Friday April 5	7:15 a.m. – 12:45 p.m.	Marketplace Hours
	12:15 p.m.	Passport to Prizes Drawing

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.

Move Out:

Friday April 5 12:45 p.m. – 5:30 p.m.

Exhibitors may not begin to pack equipment, supplies and literature until the show closes on Friday at 12:45 p.m. All exhibits must be completely out of the hall on Friday by 5:30 p.m. unless arrangements have been made for pick-up with the Freeman Service Desk.

DATES & LOCATION

All LMA Annual Conference exhibits, educational sessions, and registration will be held at the Marriott Marquis San Diego Marina from April 3 – 5, 2024. LMA's reserved room blocks will also be held at the Marriott Marquis San Diego Marina. [Click here](#) for more information about the location/hotel.

The marketplace (Exhibit Hall) will be located in the Pacific Ballroom on Level 1 of the Marriott Marquis San Diego Marina.

Freeman
Exhibit Services
ExhibitorSupport@freeman.com

LMA
Exhibit & Sponsorship Management
sponsorships@legalmarketing.org



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 Pacific 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 also 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 Warehouse (Advanced)

Exhibiting Company Name / Booth Number
2024 LMA Annual Conference C/O Freeman
3456 E Miraloma Ave
Anaheim, CA 92806 USA

*NOTE: Freeman will accept material beginning March 4, 2024 at the above address. Material arriving after March 27, 2024 will be received at the warehouse with an additional after deadline charge.

Direct to Show Site Shipping Address

Exhibiting Company Name / Booth Number
2024 LMA Annual Conference C/O Freeman
Marriott Marquis San Diego Marina
333 W Harbor Dr
San Diego, CA 92101 USA

NOTE: Freeman will receive shipments at the exhibit facility beginning April 3, 2024. 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 <https://smithbucklin.expocad.com/Events/24lma/index.html>.

EXHIBITOR REGULATIONS

Please refer to the 2019 IAEE Rules and Regulations for additional information about your booth space. For applicable booth spaces, the allowable height is a maximum of 20 ft, including signage.

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

- 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 will be sent in the Freeman Exhibitor Services Kit. Also, a TV monitor and mount are not included but may be rented through Encore (with more information included in the Freeman Exhibitor Services kit)

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 \$299 per night (plus tax and fees). This special LMA rate is available until **March 13, 2024**, 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 2024 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 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. If you have any questions regarding registration, please contact membersupport@legalmarketing.org. Please register all complimentary & additional badges by Friday, March 29.

ONLINE LEAD RETRIEVAL FORM

Would you like to obtain attendee's 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/LMA/504>

For inquiries, please call 312-321-6812 or email itevents@smithbucklin.com

Early Bird Deadline to order Lead Retrieval is Thursday, March 21, 2024.

MOBILE APP

The LMA 2024 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!](#)

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!

PARTNER HOSTED EVENT FORM

Limited meeting space is available for LMA contracted exhibitor/sponsors only for LMA 2024 Annual Conference associated meetings and/or ancillary events at the Marriott Marquis San Diego Marina. 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 8, 2024**. 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 3, after 7:00 p.m.

Thursday, April 4, before 7:00 a.m. or after 7:00 p.m.

Friday, April 5, before 6:15 a.m. or after 2:15 p.m.