

Exhibit at  
the world's  
largest  
orthopaedic  
meeting.

AAOS 2025

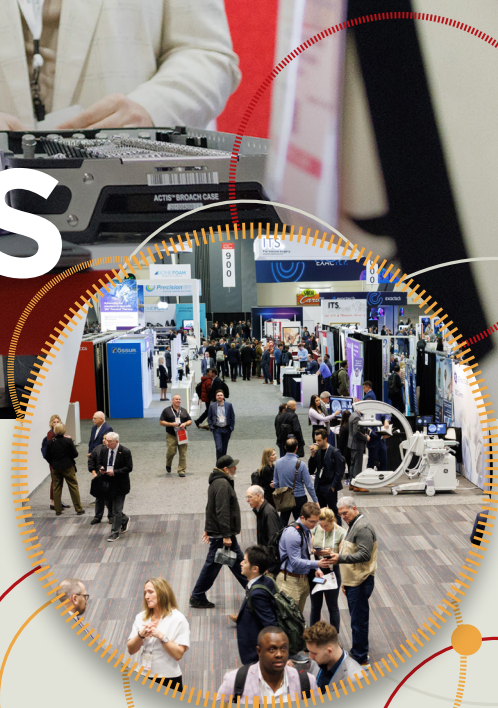
# EXHIBIT PROSPECTUS

Network. Collaborate. Build Relationships.

Apply now for exhibit space at  
[aaos.org/exhibitors](https://aaos.org/exhibitors)

**AAOS**  
AMERICAN ACADEMY OF  
ORTHOPAEDIC SURGEONS

**2025 Annual Meeting**  
March 10-14, San Diego, California





# ANNUAL MEETING OVERVIEW



## Meeting Dates

Monday, March 10 –  
Friday, March 14, 2025

## Exhibit Dates

Tuesday, March 11 –  
Thursday, March 13, 2025

## Facility

San Diego Convention Center  
111 Harbor Dr  
San Diego, CA 92101  
<https://visitsandiego.com/>

## NEW Exhibit Space Fees

**Linear inline booth 10' x 10'**  
\$40 per net sq. ft.

**Linear corner booth 10' x 10'**  
\$42 per net sq. ft.

**Island booth space 20'x 20' or larger**  
\$40 per net sq. ft.

A 50% deposit must accompany the application for Exhibit Space.

## AAOS Staff

Phone: 847-384-4010  
Email: [exhibits@aaos.org](mailto:exhibits@aaos.org)

### AMANDA BOGDAL

Exhibits Specialist  
Phone: 847-384-4374  
Email: [abogdal@aaos.org](mailto:abogdal@aaos.org)

### NOEL SIERRA, CEM

Exhibits & Sponsorship Manager  
Phone: 847-384-4172  
Email: [sierra@aaos.org](mailto:sierra@aaos.org)

### KEN SCHOTT, CEM

Exhibits & Sponsorship Senior Manager  
Phone: 847-384-4186  
Email: [schott@aaos.org](mailto:schott@aaos.org)

## Put Your Products and Services in Front of the Global Orthopaedic Community

### WHY DO ATTENDEES VISIT THE EXHIBIT HALL?

- ➔ See the latest in technology and innovation
- ➔ Connect with exhibitors and get demos
- ➔ Visit multiple exhibitors in one location
- ➔ Evaluate and compare products
- ➔ Attend presentations and education programming

The average professional attendee spends over  
**6 hours**  
in the Exhibit Hall\*

\*based on beacon data from AAOS 2024

### DRIVING ATTENDEE TRAFFIC TO THE EXHIBIT HALL



**AAOS Redemption Centers** – Attendees can pick up a complimentary tote bag and AAOS logo t-shirt at designated kiosks.



**Ask an Expert** – Interactive learning sessions that take place in the exhibit hall where attendees are invited to bring challenging cases to experts in orthopaedics for diagnosis and recommendation.



**Beverage Breaks** – Attendees will be provided with complimentary beverages in the Exhibit Hall during the break between scientific sessions Tuesday afternoon and on Wednesday and Thursday morning. Visit the [Exhibit Hall Schedule](#) for the beverage break times.



**Dedicated Exhibit Time** – 10 hours of dedicated exhibit time will be provided during the morning, lunch, and afternoon breaks. Visit the [Exhibit Hall Schedule](#) for the dedicated exhibit times.



**Happy Hour** – Two hours of dedicated exhibit time for attendees to visit exhibitors, view innovations and presentations, and enjoy libations.



**Innovation Theater** – Presentations of innovative products, services, and solutions showcased by medical and technology professionals.



### WE PROMOTE YOUR PRESENCE!

Complimentary exhibitor listing in the following:

- Exhibitor Listing on AAOS Annual Meeting Website
- AAOS Annual Meeting Mobile App
- Exhibitor Directory (printed exhibit hall map)\*

\*Company information must be provided by **February 5, 2024**, to be included.



# ANNUAL MEETING OVERVIEW



## IMPORTANT DATES

Application and 50% deposits due for priority point assignment

**June 27, 2024**

Space assignments and invoices emailed

**August 22, 2024**

Balance of exhibit space fees due

**October 17, 2024**

\*Applications received after **June 27, 2024**, will be assigned on a first come, first served basis.

## Exhibit Space Cancellation/Reductions

Full refund of exhibit space fees paid..... through **June 27, 2024**

AAOS retains 50% of the total cost of exhibit space ..... **June 28, 2024 – October 17, 2024**

AAOS retains 100% of the total cost of exhibit space ..... **October 18, 2024, and after**

## Exhibit Space Includes

Fees for assigned exhibit space include the following:

- Linear booths include 8' high back drape, 3' high side dividers
- A 7" x 44" identification sign for linear booths
- Booth number identification on an adhesive-backed label located on aisle carpet
- Access to orthopaedic surgeons and other healthcare professionals
- Opportunity for face-to-face engagement with current and prospective customers
- Visibility - all subspecialties of orthopaedic surgery will be represented at AAOS 2025
- 22 exhibit hours, 10 hours of dedicated exhibit time
- Five complimentary exhibit badges for each 100 sq. ft. of exhibit space
- Discounted exhibitor housing rates at AAOS official hotels and allocation of sleeping rooms through the AAOS Housing Bureau, onPeak
- Reserve meeting space at an official AAOS hotel
- Shuttle bus service for exhibitors to and from AAOS hotels and The San Diego Convention Center
- Company listing published on the AAOS Annual Meeting website and AAOS Annual Meeting Mobile App
- Access to non-ticketed scientific sessions if space permits

## 2025 Exhibits Schedule

DATE	EXHIBIT INSTALLATION*	EXHIBITOR ACCESS TO EXHIBITS	EXHIBITOR REGISTRATION	EXHIBIT HOURS	EXHIBIT DISMANTLE
Tuesday, March 4	Per Target Schedule*	1:00 PM – 6:00 PM			
Wednesday, March 5	Per Target Schedule*	8:00 AM – 6:00 PM			
Thursday, March 6	Per Target Schedule*	8:00 AM – 6:00 PM			
Friday, March 7	Per Target Schedule*	8:00 AM – 6:00 PM			
Saturday, March 8	Per Target Schedule*	8:00 AM – 6:00 PM	1:00 PM – 5:00 PM		
Sunday, March 9	Per Target Schedule*	8:00 AM – 6:00 PM	8:00 AM – 5:00 PM		
Monday, March 10	Per Target Schedule*	8:00 AM – 6:00 PM	8:00 AM – 6:00 PM		
Tuesday, March 11		6:30 AM – 6:00 PM	6:30 AM – 5:00 PM	9:00 AM – 5:00 PM	
Wednesday, March 12		7:00 AM – 6:00 PM	7:00 AM – 5:00 PM	9:00 AM – 5:00 PM	
Thursday, March 13		7:00 AM – Midnight	7:00 AM – 5:00 PM	9:00 AM – 3:00 PM	3:00 PM - Midnight
Friday, March 14		7:30 AM – 5:00 PM			7:30 AM – 5:00 PM
Saturday, March 15		7:30 AM – 2:00 PM			7:30 AM – 2:00 PM

A target move-in schedule has been adopted for the installation of exhibits, based upon an exhibitor's booth size and location. Exhibitors must adhere to their assigned target date and time for delivery of direct shipments to The San Diego Convention Center. This schedule will be detailed in the [Exhibitor Service Manual](#).

# SPACE ASSIGNMENT AND FEES

## RULES AND REGULATIONS

All exhibitors, their agents, and employees, are subject to all terms and conditions of the agreement between the American Academy of Orthopaedic Surgeons (AAOS) and the San Diego Convention Center regarding the use and occupancy of the exhibition halls and to all reasonable rules, regulations, and policies prescribed by AAOS or the San Diego Convention Center. In addition, the exhibitor shall comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations. The rules and regulations are part of the application for exhibit space and consequently constitute part of the agreement between the exhibitor and AAOS. AAOS reserves the right to interpret and make final decisions regarding all rules and regulations.

## What's New in the Exhibit Prospectus

Reference new or major changes made to the following Exhibitor Rules and Regulations by looking for **NEW** in front of the following paragraphs:

- Exhibit Space Fees ..... Page 1
- Exhibitor Resource Center ..... Page 9

## 1. Eligibility to Exhibit

Exhibits are a vital extension of the educational program at the AAOS 2025 Annual Meeting. To exhibit, products and services must be related to the practice of orthopaedics. Only those companies that have successfully completed the [AAOS Company Review Process](#) are eligible to exhibit, or as otherwise specifically approved by AAOS. AAOS reserves the right to refuse space to any company who has failed to fulfill its financial obligations to AAOS, and/or whose products or services, in the judgment of AAOS, do not meet the educational, scientific or practice needs of our Fellows and members.

## 2. Exhibit Space Selection

Applications for exhibit space must be submitted online. During the application process exhibitors should submit six preferred booth locations - keeping in mind their earned priority points. A priority point overview can be found on page 4.

Earn two priority points by submitting the [Exhibit Space Application](#) with the **50% deposit by June 27, 2024**

## 3. Exhibit Space Assignment for Applications Received by June 27, 2024

- By **June 27, 2024**, submit an [Exhibit Space Application](#) and 50% deposit. Applications received without the deposit will not be assigned or reserved space until the deposit is received.
- Exhibit space will be assigned under the priority point system. All eligible companies will receive an email with that company's number of priority points and their unique link to the online [Exhibit Space Application](#).
- For companies with the same number of priority points, the assignment order will be based on the date of receipt of the 50% deposit and application by AAOS.

- During the application process, exhibitors should select six preferred booth locations. At the time of booth assignment, if an exhibitor's six preferred booth locations are not available, the best available exhibit space that is most similar to the provided preferences will be assigned. In this situation, the exhibitor agrees to accept the assigned booth(s). It is not possible to contact each company for new selections of booth locations during the space assignment process.
- A limited amount of exhibit space is set aside for first-time exhibitors. If a first-time exhibitor does not wish to be placed in this area, note this request in the comment section on the [Exhibit Space Application](#). First-time exhibitors are assigned exhibit space after all applications from companies with priority points are assigned. The assignment order among first-time exhibitors is based on the date of receipt of the 50% deposit and application by AAOS.
- AAOS intends to email initial space assignment confirmations by **August 22, 2024**.

- AAOS reserves the right, in its sole discretion, to allocate space on any other basis it deems appropriate.

### All island booth applications 400 sq. ft. or larger:

- Exhibit space will be finalized in real-time via the live booth assignment process.
- An appointment date and time will be emailed to exhibitors on **July 16, 2024**, with detailed instructions on the process. Appointment times are determined by the priority point system.
- Appointments cannot be changed or rescheduled, and no exceptions will be made. If an exhibitor is not able to make the assigned appointment, exhibit space will be assigned from the six preferred booth locations submitted on their application. If those six locations are not available, the best available exhibit space that is most similar to the provided preferences will be assigned. In this situation, the exhibitor agrees to accept the assigned exhibit space.
- Island exhibit space assignments will be finalized **July 25 - August 15, 2024**.

**NOTE:** Several anchor exhibitors are pre-assigned in priority point order on the initial floor plan. Providing the location of these large



# SPACE ASSIGNMENT AND FEES



exhibitors assists other companies by identifying booth spaces that are not available and aids in selecting six available booth choices.

## 4. Exhibit Space Assignment for Applications Received After June 27, 2024

**After June 27, 2024**, applications received will be assigned exhibit space on a first-come, first-served basis from the remaining available booths after initial exhibit space assignments. All applications must be accompanied with the 50% deposit. Applications received without the deposit will not be assigned or reserved exhibit space until the deposit is received. Applications received after **October 17, 2024**, must be accompanied by full payment of the exhibit space fee.

**Wait-List:** In the event exhibit space for the Annual Meeting is sold out, companies will automatically be placed on a waiting list. As exhibit space becomes available, companies will be notified of space availability. If exhibit space is not assigned, AAOS will issue a full refund of any exhibit space fees paid. AAOS reserves the right, in its sole discretion, to allocate exhibit space on any other basis it deems appropriate.

## 5. Priority Points

AAOS has established a priority point system for exhibit space assignment. This priority point system recognizes a company's support of AAOS and rewards exhibitors for upholding Annual Meeting rules and regulations during their previous year's participation. The order of booth selection is determined by each exhibitor's cumulative number of priority points.

Priority points can be earned for AAOS 2026 Annual Meeting exhibit space assignment in the following ways:

### Permanent Priority Points:

- Two (2) priority points are earned for each year of participation as an exhibitor at an AAOS Annual Meeting. These points are permanent and will accumulate from year to year.

### Expiring Priority Points:

- One (1) priority point is earned for each \$1,000 spent in support of the AAOS 2025 Annual Meeting. This includes booth fees, exhibitor suites, surgeon engagement opportunities, and promotional and advertising opportunities secured through AAOS.
- One (1) priority point is earned for each \$10,000 spent in support of outdoor/citywide advertising opportunities through EMC Outdoor at the AAOS 2025 Annual Meeting with a commitment date of **December 30, 2024**.
- One (1) priority point is earned for each \$1,000 spent in support of any AAOS non-Annual Meeting opportunities that occurs in the 2024 calendar year. This includes CME Course Exhibits, Spotlight Sessions, advertising in AAOS publications, and sponsorships.
- Two (2) priority points are earned for exhibit space applications and 50% deposits received by the initial space assignment date of **June 27, 2024**.
- Two (2) priority points are earned for full payment of exhibit space fees by the full payment due date of **Thursday, October 17, 2024**.
- Two (2) priority points are earned for securing hotel rooms in the Exhibitor Room Block through onPeak, the official housing vendor of AAOS.

The two (2) priority points earned for each year of participation as an exhibitor are permanent and will accumulate from year to year. All other priority points earned each year are expiring and will reset to zero for the following year. For any Annual Meeting-related priority points to be awarded, an exhibitor must exhibit at that year's Annual Meeting in which the priority points are being earned. For instance, if an exhibitor cancels their exhibit space at any time or is a no-show at the meeting, they will not be eligible to earn any Annual Meeting-related priority points. For more details, visit the [Priority Point System Guidelines](#).

For AAOS 2025, exhibit space will be assigned in priority point order. To assist companies in determining their space assignment ranking for AAOS 2025, the following is an overview of the priority points of all companies eligible to exhibit:

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500 points or more.....	8 companies
201 to 500 points.....	43 companies
101 to 200 points.....	131 companies
51 to 100 points.....	305 companies
26 to 50 points.....	305 companies
10 to 25 points.....	602 companies
2 to 9 points.....	over 1,400 companies

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A loss of priority points can occur should an exhibitor violate AAOS Rules and Regulations, as detailed on Page 15.

# SPACE ASSIGNMENT AND FEES

## 6. Space Limitations

AAOS reserves the right to place reasonable limitations on the number of booths to be rented to any exhibitor. The limitation will be determined by the relation of total applications to the number of booths available on the floor plan. AAOS strives to provide a broad spectrum of products and services.

## 7. Booth Relocation

AAOS does not normally relocate assigned exhibit booth space. On those rare occasions when this does occur, exhibitors are notified with an explanation for the relocation. If the reassigned exhibit space is not acceptable, exhibitors may notify AAOS, within 10 days from the date of relocation, to cancel the exhibit space and receive a full refund of any exhibit space fees paid.

## 8. Specialty Areas

The following exhibitors will be assigned space in designated specialty areas as indicated on the exhibit hall floor plan:

### First-Time Exhibitors

### Publishers and Educators

If an exhibitor does not wish to be placed in the First-Time Exhibitor or Publishers and Educators areas, note this request in the comment section on the [Exhibit Space Application](#).

## 9. Company Name

Companies must provide their official company name, not a product or brand name when applying for exhibit space. This name will be used in all meeting materials. If a company requires a change to the submitted company name, official documentation of the name change must be sent to [exhibits@aaos.org](mailto:exhibits@aaos.org). Please note: If the name change is not received by **February 5, 2025**, the new company name will not be reflected in select printed meeting materials.

## 10. Multiple Divisions

Companies with several divisions that will share the same exhibit space may not contract separately, split badge or housing allotments, or be listed by division online or in the AAOS Annual Meeting Mobile App. All divisions must be listed under one company name.

### “ Why Do Orthopaedic Surgeons Visit the Exhibit Hall?

*Attendees get the opportunity to see everything that's been on the market and things that are possibly coming to market, and learn new and innovative ways to take care of our patients. This is a fabulous opportunity to meet with various reps and industry leaders, as well as your colleagues, and to actually have a one-on-one conversation.*

Adolph V. Lombardi, Jr. MD, FAAOS  
Annual Meeting Exhibits Chair



## 11. Joint-Venture/Co-Marketing

If two or more companies want exhibit space adjacent to one another, each company must submit the request along with the [Exhibit Space Application](#). Each request must be emailed to [exhibits@aaos.org](mailto:exhibits@aaos.org) and indicate that a copy has been sent to the other company. Space assignments will then be made by averaging the companies' priority points. Only requests received prior to **June 27, 2024**, will be honored.

## 12. Sharing/Subletting Exhibit Space

Exhibitors may not let, sublet, or transfer the exhibit privilege or exhibit space in whole or in part. Sharing of exhibit space is permitted only for divisions of the same company.

## 13. Mergers and Acquisitions

Companies that have merged with, been purchased by, or have purchased another company may use the exhibit history from whichever company is most favorable, but not by combining the history of multiple companies for the purpose of calculating priority points. AAOS should be notified in writing that the acquisition or merger between companies has been completed, along with the effective date of this change. Companies requesting a transfer of priority points must be directly related to the exhibiting company to inherit those priority points. A directly related company shall be defined as a company that is wholly owned by a subsidiary of or one that has merged with another company. Priority points will be awarded only if similar product lines are displayed. The sale of a product, product line, certain technology, or certain assets to another company will be considered to transfer priority points only if and to the extent determined by AAOS in its sole discretion. All requests for priority point transactions must be submitted in writing to [exhibits@aaos.org](mailto:exhibits@aaos.org) and confirmed in writing by the parent or subsidiary company.

## NEW 14. Exhibit Space Fees

Linear inline booth 10' x 10'..... \$40 per net sq. ft.

Linear corner booth 10' x 10'..... \$42 per net sq. ft.

Island booth space 20' x 20' or larger.... \$40 per net sq. ft.

## 15. Terms of Payment

A 50% deposit must accompany the [Exhibit Space Application](#). Applications received after **October 17, 2024**, must be paid in full. Applications received without a deposit will not be assigned exhibit space until the appropriate payment is received.

**By Check:** Checks are to be made payable to "AAOS" in U.S. funds only and mailed to:

AAOS 2025 Annual Meeting  
American Academy of Orthopaedic Surgeons  
Attn: Exhibits  
9400 West Higgins Road  
Rosemont, IL 60018

Please be sure to include the exhibiting company name or invoice number with the check.

# SPACE ASSIGNMENT AND FEES

**By Credit Card:** The required deposit can be paid by credit card online through the [Exhibit Space Application](#). **NOTE:** All credit card payments will be assessed with a non-refundable 2.5% credit card surcharge.

**By Wire Transfer or ACH Payments:**

Make payment to:

Beneficiary: AAOS  
Huntington National Bank  
518 Lee Street  
Des Plaines, IL 60016  
Account #: 01068363979  
ABA #: 044000024  
Swift Code: HUNTUS33

Please be sure to include the exhibiting company name or invoice number with the wire transfer. The exhibiting company is responsible for all bank fees.

**Invoices:** Invoices are available online for viewing, downloading, printing, and payment at any time through the [Exhibitor Resource Center](#). The balance of required exhibit space fees must be received by **October 17, 2024**. If a balance is still outstanding after this date, the space assigned may be resold without notification or refund of any payments.

Final payments for booth fees can be made by check, credit card, or wire transfer. No company will be allowed to exhibit unless full payment for exhibit space is received.

Earn two priority points by submitting the Exhibit Space Application with the 50% deposit by June 27, 2024

## 16. Cancellation/Refunds of Exhibit Space

All cancellations of exhibit space must be sent in writing to [exhibits@aaos.org](mailto:exhibits@aaos.org). Written notice of cancellation must be received by the dates listed below to receive a refund:

Full refund of exhibit space fees paid	<b>through June 27, 2024</b>
AAOS retains 50% of the total cost of exhibit space	<b>June 28 – October 17, 2024</b>
AAOS retains 100% of the total cost of exhibit space*	<b>October 18, 2024, and after</b>

**\*If a balance for the exhibit space is still outstanding at the time of cancellation, the exhibitor will be responsible for the remaining balance. The cancellation of exhibit space does not eliminate an outstanding balance.**

A company's cancellation of exhibit space will result in the release of all assigned hotel sleeping rooms and hotel meeting space previously assigned to the company, and company representatives will not be allowed to attend the Annual Meeting. Also, if an

exhibitor cancels their booth space at any time, they will forfeit all expiring priority points related to this year's Annual Meeting.

If a balance is still outstanding on **October 18, 2024**, the assigned exhibit space may be resold without notification or refund of any payments. Failure to notify AAOS in writing of intent to cancel will result in the company being denied participation at future AAOS Annual Meetings. AAOS retains the right to utilize cancelled exhibit space at its discretion.

## 17. Reduction of Assigned Exhibit Space

All requests for a reduction in exhibit space must be sent in writing to [exhibits@aaos.org](mailto:exhibits@aaos.org). Written notice of this reduction must be received by the dates listed below to receive a refund of the exhibit space reduced:

Full refund of any fees paid for the reduced exhibit space	<b>through June 27, 2024</b>
AAOS retains 50% of the total cost of reduced exhibit space*	<b>June 28 – October 17, 2024</b>
AAOS retains 100% of the total cost of reduced exhibit space*	<b>October 18, 2024, and after</b>

**\*If a balance for the exhibit space is still outstanding at the time of reduction, the exhibitor will be responsible for the remaining balance. The reduction of exhibit space does not eliminate an outstanding balance.**

For companies reducing exhibit space, sleeping rooms, and badges and priority points earned for 2026 will be decreased to correlate with the reduction in exhibit space.

## 18. No-Show Policy

Any booth not in the process of being installed by **3:00 PM on Monday, March 10, 2025**, may be regarded as a "no show." The exhibitor will be deemed to have cancelled the exhibit space contract and, as such, the exhibitor will not be awarded any priority points for the 2025 Annual Meeting. Any freight will be removed from the exhibitor's booth and returned to the loading dock at the exhibitor's expense and AAOS will be free to utilize the space at its discretion.





# EXHIBITOR INFORMATION

## 19. Access to Exhibit Halls

During show days, properly badged exhibitors may enter the exhibit halls as follows:

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Tuesday, March 11	6:30 AM- 6:00 PM
Wednesday, March 12	7:00 AM- 6:00 PM
Thursday, March 13	7:00 AM- Midnight

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Meetings in the exhibit halls with attendees and other non-exhibit individuals can only take place during official exhibit hours. Attendees must be properly badged to gain access to the exhibit halls during official exhibit hours.

## 20. Access to Other Exhibit Booths

Exhibiting companies are responsible for monitoring their own exhibit space. Exhibitors may not enter another exhibitor's exhibit space without obtaining permission or linger in the aisles surrounding other exhibitors' booths. This has been implemented to respect the rights of all exhibitors to conduct business during exhibit hours without interference. Violation of this rule will result in the expulsion of the offending person from the meeting for the duration of the meeting. If violations continue, the exhibiting company will forfeit 25% of its priority points for the 2026 AAOS Annual Meeting space assignment or not be allowed to exhibit at future AAOS meetings. AAOS, its representatives, and employees, shall have free access to any exhibit at any time.

## 21. Admittance to Scientific Programming

An exhibitor badge allows admittance to the exhibit halls, and if space permits, poster presentations, symposia, and paper presentations. Any ticketed session, like an instructional course, must be purchased onsite at Attendee Registration Ticket Sales kiosks on the day of the course, depending on availability. CME credit will not be awarded to those with exhibitor badges.

## 22. Badges

Exhibitors may register a maximum of five representatives for each 100 square feet of exhibit booth space. No additional badges will be provided or sold over this allotment so that aisles on the exhibit floor can be easily navigated by attendees. Visit [Exhibitor Badge Registration](#) for more details on exhibitor badges.

## 23. Badges for Research and Development Staff

Research and development employees of exhibiting companies that only want to attend educational sessions can register as "Exhibitor Research & Development Personnel". This badge category is for educational purposes only and cannot be used by booth staff or other personnel to engage in business activities. All registrations for this category are subject to approval by AAOS.

## 24. Badge Policies

- All exhibitor representatives must register and wear the official exhibitor badge for admission to and while in the exhibit halls.
- Exhibitor badges must always be visible.
- Company badges will not be accepted in place of the official AAOS badge. Supplementing AAOS badges with business cards, altering, adding to, or defacing the official badge is not permitted.
- Exhibitor badges are to be issued only to company employees, and/or any other individuals working in the exhibit booth.
- All exhibitors must wear the correct AAOS name badge. For security reasons, exhibitors should never allow another individual, co-worker or not, to use their badge to gain access to the exhibit hall or educational sessions. Badge exchanges are complimentary, both at onsite registration and online, so that each exhibitor is badged properly. Violation of this rule will result in expulsion of the violator and the offending exhibitor personnel from the meeting for the duration of the meeting. If violations continue, the exhibiting company will forfeit 25% of their priority points for the 2026 AAOS Annual Meeting space assignment or not be allowed to exhibit at future AAOS meetings.
- False certification of an individual as an exhibitor's representative, or any other method used to assist unauthorized personnel to gain admittance to the exhibit floor and/or instructional courses, will be cause for expelling the violator from the meeting, or removing a violator's exhibit from the exhibit floor without further obligation on the part of AAOS.
- An exhibitor badge allows admittance to the exhibit halls, and if space permits, poster presentations, symposia, and paper presentations. Any ticketed session, like an instructional course, must be purchased onsite at Attendee Registration Ticket Sales kiosks on the day of the course, depending on availability. CME credit will not be awarded to those with exhibitor badges.
- Exhibitors should not use their badge allotment to register medical attendees. Exhibitor badges should only be used for booth staff personnel.
- Lost badges can be printed one time per individual for \$50. Additional reprints for a single individual will not be permitted.
- No individual under 16 years of age will be permitted into the exhibit hall.

## 25. Balloons

The use of balloons is prohibited.

## 26. Booth Activities

- Demonstrations of Products, Technologies and/or Services**  
Demonstrations of products, technologies and/or services are limited to each exhibitor's contracted exhibit space in the exhibit hall. Such activities are not permitted in any other areas of the San Diego Convention Center, parking lots, or in any hotel, with the exception of AAOS-approved ancillary events, Bioskills Workshops, Innovation Theater, OrthoDome®, and/or Lunch & Learn sessions as outlined in the [AAOS Exhibitor Event and Meeting Space Guidelines](#). Non-compliance with this regulation will result in the prompt removal of the offending person and loss of priority points by the exhibitor.



# EXHIBITOR INFORMATION

## b. Demonstrations Using Live or Human Tissue

Exhibitors are not permitted to use live or human tissue in any booth to demonstrate techniques or instrumentation. Similarly, exhibitors may not use human or xenograft tissue outside of sealed bona fide packaging. However, exhibitors that have FDA clearance for human or bovine tissue may provide a product demo as long as the tissue is kept fully in a sealed incubator display.

## c. Diagnostic Imaging Equipment and Lasers

Exhibitors will be able to display and demonstrate imaging equipment in their booth space. Exhibitors shall not demonstrate diagnostic imaging equipment using either ionizing or non-ionizing radiation. In addition, demonstrations of activated therapeutic lasers are prohibited.

## d. Booth Presentations by AAOS Leadership

Key AAOS leaders are prohibited from giving formal presentations or talks in exhibit booths in the exhibit halls or from promoting exhibitor products in print or other advertisements at the AAOS Annual Meeting. AAOS key leadership includes:

- i. President
- ii. First Vice-President
- iii. Second Vice-President
- iv. Immediate Past-President
- v. Chief Executive Officer
- vi. Editors-in-Chief of AAOS publications

## e. Celebrity Spokesperson

Exhibitors may utilize the services of a celebrity only if this individual is routinely employed as a spokesperson for the product, service, or technology on display at AAOS 2025. Exhibitors wishing to have such a celebrity in their booth must submit the proposed schedule and activity for the celebrity via the [Booth Activities form](#) by **January 14, 2025**. Exhibitors with less than 400 square feet of exhibit space will not be considered for this type of activity due to crowd control concerns.

## f. Continuing Medical Education (CME)

AAOS is the sole provider of Continuing Medical Education (CME) credits at the Annual Meeting between the hours of 7:30 AM to 6:00 PM on Monday, March 10, 2025, and 7:30 AM to 5:00 PM on Tuesday, March 11 through Friday, March 14, 2025. CME credit cannot be provided for presentations in the exhibit hall, surgeon engagement opportunities (Innovation Theater, Bioskills Workshops, Lunch & Learns, and OrthoDome®) or time spent viewing the industry exhibits.

## g. Entertainment

In keeping with the professional, educational nature of the AAOS Annual Meeting, the use of balloons, live animals, magicians, puppet shows, fortune tellers, dancers, costumed characters, celebrity look-a-likes, mimes, robots, or other like entertainment is prohibited. Live performances of music are prohibited.

## h. Video Display Content

Video displays are permitted and encouraged but should be relevant to the company and/or product(s) being exhibited. In the spirit of maintaining the professional nature of the AAOS Annual Meeting, video display of entertainment events in an exhibit booth, including sporting events, television shows, movies and concerts are prohibited.

## i. Sports-Related Activities

Requests for a sports-related activity must be made via the [Booth Activities form](#) by **January 14, 2025**, and meet the following conditions:

- i. pertain to range of motion
- ii. applicable to an exhibitor's product(s)
- iii. adequate space within booth to ensure activity will not obstruct the aisles or prevent access to any nearby exhibitor booths
- iv. does not create a sound or noise disturbance

## j. Drawings/Raffles

All drawings and raffles must be submitted to AAOS for review and approval by **January 14, 2025**, via the [Booth Activities form](#) and meet the following conditions:

- i. Item(s) to be awarded cannot exceed \$100 in value and must be educational in nature.
- ii. Must comply with all local, state, and federal laws governing such drawings or raffles. Determining compliance with legal obligation is solely the responsibility of the exhibitor.
- iii. Rules must be posted at the booth and include the eligibility, date and time of the drawing, the words "no purchase necessary to enter," and how winners are notified.
- iv. Drawing must take place after the conclusion of the AAOS Annual Meeting.
- v. It is the responsibility of the exhibitor to notify the winner and to make arrangements for the transfer of the prize to the winner.
- vi. The exhibitor must agree to indemnify the American Academy of Orthopaedic Surgeons/American Association of Orthopaedic Surgeons, its official contractors, the San Diego Convention Center and their respective directors, officers, employees, representatives, agents, successors and assigns in the event of any claims arising from the raffle or drawing.
- vii. AAOS reserves the right to restrict drawings or raffles that it deems inappropriate or unprofessional.

## k. Gifts and Giveaways

Exhibiting companies are permitted to distribute items from their exhibit booth during the meeting if these items meet the following conditions:

- Items are educational in nature.
- Can be used during the meeting or in the professional activities of the attendee.
- Have a value of less than \$100.

Exhibitors who wish to distribute items of educational nature, other than product literature or samples, must submit a [Booth Activities form](#) by **January 14, 2025**.

### ***Items that do not require an approval:***

- Product literature and samples.
- Food and beverage items ordered from San Diego Convention Center exclusive food and beverage provider, Centerplate.

# EXHIBITOR INFORMATION

## **Items that are not permitted for distribution:**

- Pocket knives, t-shirts, hats, lanyards, adhesive backed decals or stickers, unofficial badges, pins or buttons, large shopping bags or tote bags.

## **Bags**

Small paper or plastic bags for distributing company literature or products are acceptable if no larger than 14" x 11" including the handle. A sample or drawing with the dimensions must be submitted via the [Booth Activities form](#) for review and approval. Large shopping bags or tote bags are strictly forbidden.

AAOS reserves the right to grant or deny permission to distribute souvenirs or other free or special convention offers of any type. Distribution of unapproved or not permitted items will result in the loss of 25% of the exhibiting company's priority points for the AAOS 2026 Annual Meeting space assignment.

## 27. Catering

Exhibitors will be permitted to distribute food and beverage items from the confines of their booth provided items are ordered through the San Diego Convention Center exclusive food and beverage provider, Centerplate. Examples of items allowed include individually wrapped cookies, granola bars, ice cream, single serve water, soda, and beverage stations. Popcorn is not allowed, and alcoholic beverages are only allowed during the Exhibit Hall Happy Hour. Additional information and the catering order form will be included in the [Exhibitor Service Manual](#) which will be available **October 24, 2024**.

## 28. Dismantle of Exhibits

Dismantling of exhibits will start on **Thursday, March 13, 2025, at 3:00 PM**. All exhibits must remain intact until **3:00 PM, Thursday, March 13, 2025**, the official closing time. Exhibitors in violation of this rule will forfeit 25% of their accrued priority points for their AAOS 2026 Annual Meeting space assignment. Repeat violations may result in the exhibitor not being permitted to exhibit at future annual meetings.

Exhibitors should remain with their display materials until crates are returned and all materials are packed. Exhibitors are reminded that the return of empty crates, containers and cartons will take a minimum of eight to ten hours after the close of the show. Please plan your departure schedule accordingly.

All exhibits must be dismantled and packed with an outbound bill of lading turned in to the Exhibitor Service Center by **Saturday, March 15, 2025, at 2:00 PM**. Any materials left on the floor for which an outbound bill of lading has not been submitted, may be re-routed onto another carrier at the exhibitor's expense. Neither AAOS nor the official service contractor shall be responsible for any costs, damages, or losses incurred.

For booth installation details, refer to page 10.

## 29. Distribution of Printed Materials

Distribution of printed materials by an exhibitor or its agents is limited to within the exhibitor's allotted exhibit or meeting space. Such materials are not permitted to be distributed in the aisles, lobbies, registration, OrthoLive, publication bins, on counters and/or tables, in or near education rooms, parking lots, and/or in any hotel. Non-compliance with this regulation will result in a loss of

priority points by the exhibiting company for their AAOS 2026 Annual Meeting space assignment.

## 30. Exhibitor Conduct

All exhibitors are expected to contribute to an overall professional environment of the meeting, and AAOS reserves the right to make onsite judgments regarding conduct that detracts from that environment. Any questionable exhibit or activity that exceeds the bounds of good taste as interpreted by AAOS will be terminated.

- a. It is the responsibility of the official exhibitor contact to ensure that all booth staff and vendors/contractors/agents are aware of and adhere to all AAOS rules and regulations and conduct themselves in a professional manner.
- b. During the Annual Meeting, all exhibitors, their vendors, contractors, and agents must wear attire that is consistent with the professional atmosphere of the meeting.
- c. No exhibitors, including vendors/contractors/agents hired to work at the booth, may solicit attendees or other exhibitors from outside of their booth or elsewhere in the meeting venue.
- d. Exhibitor personnel may not enter another exhibitor's booth space without obtaining permission, nor should personnel block access to another booth. At no time may anyone enter an unstaffed booth of another exhibitor. Violation of this rule will result in expulsion of the offending exhibitor from the meeting for the duration of the meeting. If violations continue, the exhibiting company will lose 25% of their priority points for the AAOS 2026 Annual Meeting space assignment or not be allowed to exhibit at future AAOS meetings.
- e. AAOS prohibits harassment or discrimination in any form by or against an employee, exhibitor, vendor, or attendee. For more information, visit the [AAOS Anti-Discrimination and Anti-Harassment Policies and Procedures](#).

**NEW**

## 31. Exhibitor Resource Center

The [Exhibitor Resource Center](#), formerly known as the Exhibitor Dashboard, is the password protected area of the AAOS web site where exhibitors will be directed throughout the planning cycle. Following are some items that will be available:

- Checklist - Keep Track of Completed Tasks for AAOS 2025
- Exhibitor Housing
- Exhibitor Registration
- Pay and Print Invoices
- Update Company Description and Contact Information
- Attendee List Orders

Exhibitors will receive an email to create a login to access the [Exhibitor Resource Center](#). If an exhibitor does not remember their password, please use the "Forgot your password?" feature. Contact AAOS at [exhibits@aaos.org](mailto:exhibits@aaos.org) if there are issues retrieving a company's login.



# EXHIBITOR INFORMATION



## 32. Exhibitor-Appointed Contractor (EAC) Badges

Exhibitors may use the services of an outside independent contractor only for the installation and dismantling of exhibits. All other services must be secured through the [official contractors](#). By **January 14, 2025**, exhibitors planning to use the services of an outside independent contractor for set-up and/or dismantling labor and/or supervision must notify AAOS by submitting the EAC form in the [Exhibitor Service Manual](#). Exhibitors that do not provide this request by **January 14, 2025**, will be required to use labor and/or supervision provided by the official contractor for installation and dismantling.

The exhibiting company is responsible for the actions of its independent contractors. The exhibitor agrees to indemnify and hold harmless AAOS and the San Diego Convention Center (and all related organizations) for any and all expenses (including attorney fees, judgments, demands, claims, or other amounts) resulting from damage or death caused in any part by the exhibitor's appointed contractor.

AAOS reserves the right to remove exhibitor-appointed contractors whose actions jeopardize the on-time opening of the exhibition, or whose employees fail to observe the regulations and procedures of AAOS.

Upon receipt of the [Exhibitor Appointed Contractor Request form](#), specific information detailing AAOS requirements and policies will be emailed directly to each contractor. Exhibitors should note that the [Exhibitor Service Manual](#) will only be emailed to the participating exhibitor, and it is the exhibitor's responsibility to provide third parties with the necessary information, Exhibitor Appointed Contractor [Code of Conduct](#) and any other form from the [Exhibitor Service Manual](#).

## 33. FDA Compliance

All products that are not FDA approved for a particular use in humans, or which are not commercially available in the United States, will be permitted to be exhibited only when accompanied

by the appropriate signs that indicate the product's FDA clearance status. Requests for information and guidance can be obtained at [www.fda.gov](http://www.fda.gov). Following are sample signs that should be displayed:

- This product is not cleared by the FDA for distribution in the United States
- This product is intended to be used in the United States as described in the product's labeling

Signs must be clearly visible, placed near the product, and on any graphics depicting the product. The size of text must be a minimum of 1/8 inch in height or larger so that the sign is visible from a distance of four feet from the display/product. Each exhibitor is responsible for their own compliance.

## 34. Hazardous Waste Disposal

The disposal, treatment and transportation of medical hazardous waste must be pre-arranged with a qualified medical hazardous waste disposal company. Exhibitors that plan to produce hazardous waste during their exhibit must notify AAOS by **January 14, 2025**, via the [Booth Activities form](#).

## 35. Housing

AAOS has contracted over 11,000 sleeping rooms in San Diego for AAOS 2025. Exhibitors must obtain sleeping rooms through AAOS' housing bureau, onPeak, or risk the loss of priority points. Exhibitors or their agents may not negotiate blocks of rooms directly with hotels in the San Diego area. If such a violation should occur, the company will lose 25% of its accrued priority points for exhibit space assignments for the AAOS 2026 Annual Meeting. Visit the [Exhibitor Housing](#) page for details on the housing policies, room allotments, list and map of hotels, and important dates.

Earn two (2) priority points by securing housing through onPeak, AAOS' housing bureau. For more details visit the [Priority Point Guidelines](#).



## 36. Hotel Promotional Items

The display of banners or other advertisements targeted to AAOS attendees is prohibited on the interiors/exterior/grounds of all AAOS official contracted hotels unless approved by AAOS. Violation of this rule will result in the loss of 25% of the exhibiting company's priority points for the AAOS 2026 Annual Meeting space assignment.

## 37. Individuals Under the Age of 16

No individual under the age of 16 will be permitted to enter the exhibit hall at any time.

## 38. Installation of Exhibits

Installation will begin on **Tuesday, March 4, 2025, at 1:00 PM**. A target move-in schedule has been adopted for the installation of exhibits, based upon an exhibitor's booth size and location. Exhibitors must adhere to their assigned target date for delivery of direct shipments to the San Diego Convention Center. This

# EXHIBITOR INFORMATION

schedule will be detailed in the [Exhibitor Service Manual](#) in October. Exhibitors should check the target move-in schedule for their scheduled move-in day and time.

Exhibitors that want to request a change in their target move in time will need to complete the Target Move-In Change Request Form and submit it to Freeman by **February 4, 2025**. This form will be included within the Shipping section of the [Exhibitor Service Manual](#).

Booths must be fully set by **5:00 PM on Monday, March 10, 2025**. If an exhibit is not in the process of being set up by **3:00 PM on Monday, March 10, 2025**, the exhibitor will be regarded as a no show, and, as such, any freight will be removed from the exhibitor's booth, returned to the loading dock at the exhibitor's expense, and AAOS will be free to utilize the space at its discretion.

Throughout installation, all crates must be labeled for storage as soon as they are empty. For booth spaces 600 sq. ft. and larger, all empty crates, cases and containers must be tagged for removal by **7:00 PM on Sunday, March 9, 2025**.

Onsite at the meeting, exhibitors that require extended installation hours should direct these requests to the Exhibits Office no later than 2:00 PM on the day that additional installation time is needed. Exhibitors may be required to hire a security guard for any approved additional hours they will be working in their booth outside of established installation hours. For exhibit dismantling details, refer to page 9.

## 39. Marketing Free Zone

AAOS has created a marketing free zone that extends a 5-mile radius around the San Diego Convention Center, including event hotels and other venues which will be populated by AAOS Annual Meeting attendees. Only with written AAOS permission are

exhibitors allowed to participate in any street marketing activities within this area which include, but are not limited to segways, banners, street teams, decals, or literature distribution. Violation of this rule will result in the loss of 25% of the exhibiting company's priority points for their AAOS 2026 Annual Meeting space assignment.

## 40. Meeting Space and Educational Events

Any exhibitor planning on holding an event or function that will take place outside of their assigned exhibit booth space during the AAOS Annual Meeting must secure written approval from AAOS and comply with the policies set forth in the [AAOS Exhibitor Event and Meeting Space Guidelines](#). All events, including events held at a non-hotel venue, (such as restaurants, museums, etc.) are required to submit the [Exhibitor Event and Meeting Space Form](#) to secure written approval from AAOS.

AAOS prohibits exhibitor events scheduled directly for meeting attendees that conflict with the AAOS scientific program and the exhibit hall hours. Unapproved meetings conflicting with AAOS educational activities will result in loss of 25% of the exhibiting company's priority points for their 2026 AAOS Annual Meeting space assignment.

## 41. Media Relations at the Meeting

The Academy invites exhibitors to supply appropriate press materials for distribution in the Academy Press Room. For complete details, refer to the [Annual Meeting Media & Communication Policies](#).

Exhibitors are prohibited from conducting press conferences in their booth during exhibit hours. Exhibitors can notify AAOS media relations staff of any off-site media-only events or exhibitor announcements, as a list will be maintained in the Press Room for media reference.

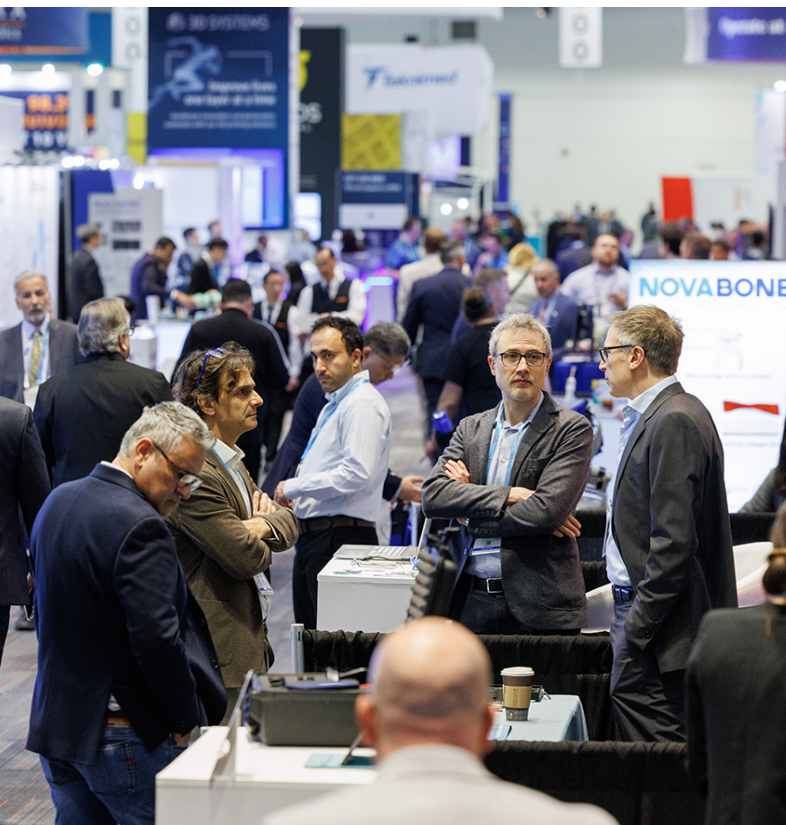
If you have any media-related questions, please contact Deanna Killackey, Media Relations Manager at [killackey@aaos.org](mailto:killackey@aaos.org) or 847-384-4035.

## 42. Obstructing Aisle Space

Demonstrations, in-booth presentations, lighting, booth models, literature distribution and sound levels must not interfere with the flow of aisle traffic. Adequate space/seating for presentations and demonstrations must be provided within the exhibitor's booth space. AAOS reserves the right to have the exhibitor discontinue any activity or demonstration that interferes with the normal traffic flow in the aisles or that overflows into neighboring exhibits. Violation of this rule will result in a loss of 25% of the exhibiting company's priority points for the AAOS 2026 Annual Meeting space assignment.

## 43. Photography, Video and Audiotape Activities

AAOS has designated an official photographer to handle all photography/videography within the exhibit halls. An order form will be included in the [Exhibitor Service Manual](#). Except for services ordered through the official photographer, exhibitors must have prior written approval for any photographing, videotaping, or audio





# EXHIBITOR INFORMATION

taping activity in the exhibit halls. Requests must be submitted by **January 14, 2025**, via the [Booth Activities form](#).

Provided shots are taken by a full-time company employee, exhibitors may photograph and/or videotape their booth from the confines of their booth space during non-exhibit hours when attendees are not present in the exhibit halls. Photographing, videotaping, or audio taping during exhibit hours is strictly prohibited. Requests must be submitted by **January 14, 2025**, via the [Booth Activities form](#). Exhibitors in violation of this rule will forfeit 25% of their priority points for the AAOS 2026 Annual Meeting space assignment.

Exhibitors should not photograph or videotape any other exhibitor's booth or products. If an exhibitor believes their booth or product is being photographed or videotaped by another exhibitor or attendee, contact the AAOS Exhibits Office immediately. Exhibitors in violation of this rule will forfeit 25% of their priority points for the AAOS 2026 Annual Meeting space assignment.

During the meeting, AAOS reserves the right to photograph and/or videotape exhibits and/or attendees through the services of an AAOS official vendor. Some of these photos and/or videos may be available on the AAOS website as b-roll for general use by others or displayed in publications or material related to the meeting. If you do not wish your image to be displayed by AAOS, please submit your request in writing by **January 14, 2025**, to [exhibits@aaos.org](mailto:exhibits@aaos.org).

## 44. Promotion of AAOS Annual Meeting Educational Events

Promotion of any specific AAOS Annual Meeting educational sessions, papers, presentations, posters, or speakers before, during or after the annual meeting by an exhibitor is strictly prohibited. This promotion is against ACCME rules and threatens AAOS' accreditation status and may result in penalties not outlined in the rules and regulations.

## 45. Publicity and Advertising

All promotional materials (including announcements, invitations, emails, websites, social media posts, advertisements, and flyers) referencing AAOS or the AAOS Annual Meeting must be approved by AAOS prior to printing and/or distribution. Final versions of materials should be submitted via the [Advertising Approval Request](#). While AAOS will make every effort to grant these approvals in a timely fashion, please allow a minimum of five (5) business days for approval. Failure to abide by the [Publicity and Advertising Guidelines](#) will result in the loss of priority points or other action deemed appropriate by AAOS.

### Use of the AAOS Name and/or Logo

- The use of the name, insignia, logo, logotype, or other identifying marks of the American Academy of Orthopaedic Surgeons/American Association of Orthopaedic Surgeons other than the approved exhibitor graphic, is never to be used in signs, advertising, or promotions in any media or on descriptive product literature.
- Any inclusion of "AAOS" or "American Academy of Orthopaedic Surgeons" requires written approval from AAOS.
- Companies are prohibited from promoting any specific AAOS Annual Meeting educational session, including paper presentations or scientific posters.

- Companies are prohibited from using AAOS' name in any advertising for meetings that are sponsored by another organization or at other meetings sponsored by AAOS.

**Official AAOS 2025 Graphic Use:** AAOS has created an official AAOS 2025 Annual Meeting exhibitor graphic for use within online, print, email, and social media posts that promotes a company's exhibit booth at the AAOS 2025 Annual Meeting. Only companies exhibiting at the AAOS 2025 Annual Meeting can use this graphic. This graphic can only be used to promote a company's participation as an exhibitor at the AAOS 2025 Annual Meeting. For access to the AAOS 2025 Annual Meeting exhibitor graphic, please email [exhibits@aaos.org](mailto:exhibits@aaos.org).

**How to Reference AAOS 2025 on Promotional Materials:** AAOS does not endorse, expressly or by implication, any exhibitor or its goods or services. Wording such as "presented in conjunction with the AAOS Annual Meeting" is not allowed. The following formats are the proper way to reference the AAOS 2025 Annual Meeting on promotional materials:

- AAOS 2025 - Booth XXX – March 11–13, 2025
- AAOS 2025 – Booth XXX
- AAOS Annual Meeting - Booth XXX – March 11-13, 2025
- AAOS 2025 Annual Meeting - Booth XXX
- Exhibitors should only use the exhibit dates of March 11-13, 2025, when promoting their booth.
- Companies that create a website or email address for the Annual Meeting can include "Ortho", "Orthopaedic" or "Academy" as an extension.

Improper formats that are not allowed include:

- AAOS Booth XXX
- Annual Meeting Booth XXX
- AAOS Meeting Booth XXX
- "AAOS" cannot be used as an extension for websites or email addresses.

**Distribution Guidelines:** Except for distribution from the approved AAOS Orthopaedist's Bag, AAOS' onsite newspaper, or within the exhibitor's allotted exhibit space or meeting space, the distribution of handbills, fliers, or other literature within the San Diego Convention Center, AAOS official hotels, or other venues are prohibited. Order forms for inclusion of promotional materials in the official AAOS Orthopaedist's Bag or the AAOS Annual Meeting pre-registration list order forms are available on the [Promotional Opportunities page](#).

**Social Media:** For guidelines on AAOS-approved messaging via social media, refer to page 3 of the [Publicity and Advertising Guidelines](#).

## 46. Selling and Order Taking

The purpose of the exhibits is to further the education of meeting attendees through product and service displays and demonstrations. Sales and order taking are permitted if transactions are conducted in a manner consistent with the professional nature of the meeting. The exhibitor is responsible for permits and paying sales tax, if applicable. AAOS reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Exhibitors that sell items on the show floor for

# EXHIBITOR INFORMATION



delivery may be required to obtain city occupational licenses. Additionally, the collection and remittance of city and state sales taxes may be required.

## 47. Sound and Odor Restrictions

Sound systems for formal demonstration areas must be directed into the exhibit space, not facing out toward the aisles, and sound and noise may not exceed 85 decibels. Exhibitors that use or display noisy devices, sound producing equipment or other devices that prove objectionable to AAOS because of noise, odor, or other disagreeable features, must agree to keep the noise and/

or odor of such devices at levels determined acceptable by AAOS management or be discontinued. Only recorded music can be played in booths and exhibitors should be aware that they may be subject to laws governing the use of copyrighted compositions. Licensing agreements for music covered by the American Society of Composers, Authors, and Publishers (ASCAP), Broadcast Music International (BMI), and other organizations are the sole responsibility of the exhibitor.

## 48. Staffing of Exhibits

Exhibit booths must be staffed during all exhibit hours. An exhibit company that fails to set up or properly staff its booth during the exhibition will forfeit all exhibit rights at the Annual Meeting.

## 49. Security

AAOS will provide 24-hour security to control access to the exhibit halls from the start of installation to the end of dismantling. However, AAOS and the San Diego Convention Center will not be held responsible for the loss or damage to exhibitor property. Exhibitors are urged to take precautions to protect their own property, discourage theft, and arrange for appropriate insurance against loss.

## 50. Temporary Staff/Models

Temporary staff/models are considered company personnel and must be registered and wear an exhibitor badge for entrance to the exhibit halls. These badges must be registered within the exhibitor's allotment of badges. Models under the age of 16 are prohibited unless advance arrangements have been approved by AAOS. Requests should be made in writing to [exhibits@aaos.org](mailto:exhibits@aaos.org). Attire and conduct of models shall be consistent with the professional atmosphere of the AAOS Annual Meeting. Models can wear sports attire including sweat suits, shorts, and T-shirts.



# CONTRACTUAL CONSIDERATIONS

## 51. Attendance

AAOS makes reasonable attempts to attract attendees to its Annual Meeting. Traffic at any given booth is a function of efforts, including pre-show and onsite promotional efforts, made by the exhibiting company to attract attendees to that exhibit and is not the responsibility of AAOS.

## 52. Cancellation of Exhibition

Except as otherwise set forth in this paragraph, if AAOS fails or is unable to fulfill its obligations in providing the opportunity to hold exhibits at the Annual Meeting, AAOS will apply any exhibitor fees paid for the 2025 Annual Meeting to the 2026 Annual Meeting. If an exhibitor requires a refund, the exhibitor must notify AAOS in writing within thirty (30) days of the cancellation, and AAOS will promptly return to the exhibitor all monies paid. If this occurs, any agreements made shall be canceled by mutual consent and AAOS shall be relieved of all responsibility.

It is mutually agreed that, in the event the AAOS 2025 Annual Meeting is canceled due to disasters, strikes, governmental regulations or recommendations, mass airport closings, pandemic disease, commercial practicability or other causes that would prevent its scheduled opening or continuance, this agreement will be terminated and AAOS shall determine an equitable basis for applying a portion of the exhibit fees to the 2026 Annual Meeting or, upon written request from the exhibitor, refunding a portion of the exhibit fees, after due consideration of expenditures and commitments already made.

This Agreement shall be construed in accordance with and governed by the laws of the State of Illinois. The Parties agree to the jurisdiction and venue of the Circuit Courts of Cook County, Illinois, or the United States District Court of the Northern District of Illinois, for resolving disputes arising under this Agreement.

## 53. Compliance with Local Ordinances

Licenses and permits required by local statute, ordinance, or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be responsible for compliance with local health, fire, and safety ordinances and regulations. All products or services exhibited must comply with all state and local regulations, and with all current FDA regulations for such products and services as highlighted on Page 10. AAOS has no further responsibility to notify the exhibitors that this compliance is required.

## 54. Damage to the San Diego Convention Center

Exhibitors will be held responsible for any damage done to the San Diego Convention Center by them, their employees, or agents. No nails, tacks, or screws may be driven into the floor, wall, or woodwork of the building. Exhibitors may not install any permanent fixtures or deface the building, and upon conclusion of the meeting, they must leave the exhibit space in the same condition that it was received. No adhesives, chemicals, solvents or any other materials or substances that can potentially damage the floor or floor sealants are allowed. Exhibitors will be financially responsible for any damage to the floor or any structure of the building.

## 55. Disputes

AAOS will not settle disputes between exhibitors regarding trademarks, copyrights, patents, or other product issues.

## 56. Fire Ordinances

Exhibitors must strictly observe all city, state, and federal fire laws. Complete fire safety requirements are included in the [Exhibitor Service Manual](#).

## 57. Indemnity and Limitations

Each exhibitor assumes full responsibility for and agrees to protect, defend, indemnify, save and hold forever harmless the AAOS, Freeman, the San Diego Convention Center, their respective agents, employees, representatives, successors and assigns, from any and against all claims, demands, causes of action, damages, costs and expenses, including attorney's fees, for injury to person or damage to property, including theft, misappropriation or loss of property asserted against either or all of them as a direct result of exhibitor's negligence or willful misconduct, including but not limited to the installation, maintenance and removal of the exhibit, and from and against any penalty, damages or charges imposed for the violation of any law, ordinances or regulations arising out of or in connection with the exhibitor's occupancy or use of the San Diego Convention Center, and its exhibit hall, including but not limited to the installation, maintenance or removal of the exhibit, resulting from the negligent act or acts of its employee(s) or products. The exhibitor waives any and all claims it may have against any or all of the following: AAOS, Freeman, the San Diego Convention Center and their respective agents, employees, representatives, successors and assigns for injury or damage to persons or property (including theft, misappropriation or loss of property or any other losses) arising out of or in connection with the AAOS 2025 Annual Meeting and the use of the San Diego Convention Center, and its exhibition hall, except as may arise solely from the gross negligence of one of the foregoing parties. The exhibitor further waives any claim against the AAOS and its agents, employees, representatives, successors, and assigns, arising out of the oral or written publication of any statement made in connection with the AAOS 2025 Annual Meeting by anyone not an employee of the AAOS concerning the exhibitor or his/her exhibit.

## 58. Insurance

Insurance protection will not be afforded to the exhibitor either by AAOS or the San Diego Convention Center. Exhibitors shall carry their own insurance to cover exhibit material against damage and



# CONTRACTUAL CONSIDERATIONS

loss, and general public liability insurance of at least \$1 million per occurrence and \$1 million aggregate, against injury to the person and property of others.

The exhibitor shall, at its sole cost and expense, procure and maintain through the terms of the contract for exhibit space, workers' compensation insurance in full compliance with all federal and state laws, including any state required limits, governing all of the exhibitor's employees or agents engaged in the performance of any work for the exhibitor.

Policies shall name AAOS as an additional insured and certificate holder. Any policy providing such general liability insurance must contain an express waiver by the exhibitor's insurance company of any right of subrogation as to any claims against AAOS, its officers, directors, agents, members, or employees. Each exhibitor is required to obtain and furnish AAOS with a certificate of insurance evidencing the required insurance by **January 28, 2025**, that:

- Indicates the policy will be in effect over all installation and dismantling dates, **March 4 – 15, 2025**.
- Indicates comprehensive general liability insurance against claims for bodily injury or death and property covers damage of no less than \$1,000,000 for each occurrence and \$1,000,000 aggregate, and an active workers' compensation insurance policy covering all permanent employees and temporary labor hired to perform work during this event is in force over this same period.
- Names AAOS as certificate holder
- Names AAOS and the San Diego Convention Center as additional insured
- Information on how to submit the certificate of insurance is included in the [Exhibitor Service Manual](#).
- After **January 28, 2025**, all exhibitors who have not submitted proof of, nor purchased compliant insurance, will be automatically enrolled into a general liability insurance policy from Exhibitorinsurance.com that meets AAOS' insurance requirements. These exhibitors will be invoiced \$125 for the cost of this policy and will not be allowed access to the meeting until the fee is paid.

**NOTE:** Exhibitors using Exhibitor-Appointed Contractors to install and/or dismantle their booth are still required to submit their (the exhibiting company's) certificate of insurance to AAOS. Exhibitor insurance is mandatory for all exhibitors of AAOS 2025. EAC insurance is only required for exhibitors using the services of a contractor other than Freeman for the installation and/or dismantle of their booth. For Exhibitor-Appointed Contractors, refer to page 20 for details regarding their required documentation.

## 59. Interpretation of Rules

In determining whether to accept an application for exhibition space in any subsequent year, AAOS may consider breaches or infractions of these terms, rules, and regulations by an exhibitor in any year. In addition, infractions of the spirit of the rules by exhibitors or potential exhibitors at any time may be considered in determining whether to accept an application from such person or company seeking to exhibit at a future AAOS Annual Meeting.

Any matters not specifically covered herein are subject to the judgment and final determination by AAOS. AAOS may amend these rules and regulations at any time, and the amendments so

made shall be binding upon the exhibitor equally with these rules and regulations, and shall become a part thereof, provided that the exhibitor is notified of the amendments. Notice may be verbal or in writing, before or during the Annual Meeting, and may be given to any authorized agent or representative of the exhibitor.

## 60. Termination or Modification of Display Privileges at Any Time

AAOS reserves the right to terminate or modify the exhibitor's display privileges at any time for a breach of any of these terms, rules, and regulations. AAOS will be the sole interpreter of whether a breach has occurred. Such termination or modification may occur during the Annual Meeting, at which time the exhibitor must agree to close the exhibit upon receipt of a notice of termination and to remove or modify the exhibit from the exhibition hall as soon as possible without disruption of the meeting. Such removal shall be done under the direction of the AAOS Exhibits Manager. Expulsion or modification of an exhibit under this rule shall not give rise to any claim, and there shall be no refund of the fees paid by such exhibitor.

## 61. Use of Certain Property

The exhibitor will assume all responsibility and costs arising from the use of materials and/or products which are protected by patents, trademarks, copyrights, or franchised agreements, including but not limited to devices, processes, materials, music, or dramatic performances. License agreements for music covered by ASCAP, BMI and other organizations are the sole responsibility of the exhibitor.

## 62. Violation of Rules and Regulations

As a condition for exhibiting, each exhibitor shall agree to observe all rules and regulations. For most violations, the following are the penalties that will be enforced:

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First violation:	Loss of 25% of priority points
Second violation:	Loss of 50% of priority points
Third violation:	Loss of 100% of priority points
Fourth violation:	One-year suspension of exhibit privileges
Subsequent violations:	Company will not be eligible to exhibit at future Annual Meetings

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The action taken against an exhibitor for violation of rules and regulations will be determined based on the circumstances of each infraction. Some infractions will be communicated in a warning notice that may not result in a violation if, in the sole discretion of the AAOS Exhibits Manager, it is deemed that corrective measures were completed in a timely fashion and no other parties were negatively impacted. Prior years' warnings and penalties may be considered in assessing penalties for the 2026 Annual Meeting. AAOS reserves the right to levy a more severe penalty, up to and including refusal of or termination of the exhibit, at its sole discretion without progressing through each of the following successive steps. In the event of such restriction or eviction, AAOS will not be liable for any refunds on rentals or other exhibit fees or expenses.



# BOOTH CONSTRUCTION

## 63. Americans with Disabilities Act

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act regarding their booth space, including, but not limited to wheelchair access. Information regarding ADA compliance is available online at: <https://www.ada.gov/index.html>.

## 64. Booth Requirements

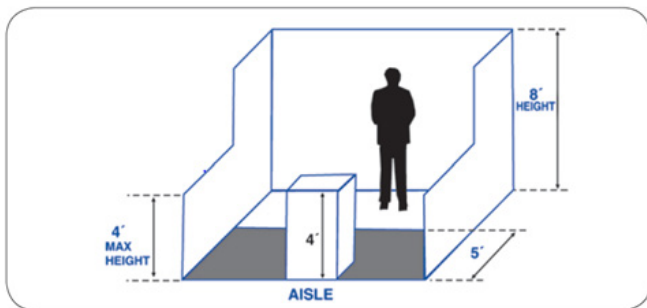
All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products, or materials to be displayed or demonstrated must be placed within the exhibit space to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles.

All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits.

## 65. Linear Exhibit Booths

A linear booth is one or more standard 10' x 10' booths arranged in a straight line. Linear booths have only one and in certain cases up to three sides exposed to an aisle and consist of 8-foot high back drape and 3-feet high side dividers mounted on aluminum tubular frames.

- a. Signs, decorations, lights, and equipment may not rise above 8 feet or be placed outside the booth space.



- c. Exposed or unfinished sides of the exhibit must be professionally finished or draped to present an attractive appearance.
- d. Any portion of the exhibit bordering (facing into) another exhibitor's space may not incorporate any identification signs, logos, letters, product images or graphics that would detract from the adjoining exhibit.
- e. Hanging signs and/or lights are not permitted.
- f. Facility fire regulations prohibit storing products, literature, empty crates or packing materials behind the booth boundary lines. This clearance is for access to electrical and utility outlets and may not be blocked at any time. Exhibitors requiring accessible storage during show hours may arrange this with Freeman.
- g. All booths are identified with a booth number label that is affixed on the aisle carpet and will include a 7" x 44" identification sign with the company name and booth number secured to the back wall drape.
- h. Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be



supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which are objectionable to AAOS shall, at AAOS' discretion, be carpeted and/or corrected at the exhibitor's expense.

All aisle carpet will be provided by AAOS, and the carpet color will be black and gray tuxedo.

## 66. Island Exhibit Booths

An island exhibit is an open area of exhibit space with aisles on all four sides. Island exhibits may extend to all outer edges of the booth.

- a. Aisles may not be obstructed due to any activities within the booth.
- b. Counters must be placed at minimum one foot in from all aisles.
- c. An island booth is not required to provide access from all sides of the booth. This is subject to approval by the San Diego Fire Marshal.
- d. Formal presentation areas are required to be placed a minimum of five feet in from the aisles. Exhibitors are responsible for providing adequate space for presentations and monitoring attendance to prevent aisle congestion. Presentations will be limited or eliminated in situations where overflow continues to be a problem.
- e. Structures with a door facing an aisle must have the door set back far enough to prevent the door from opening into the aisle.
- f. Raised floors must include ramps for access to the booth space and raised areas that are not ramped must be clearly marked or lighted around the perimeter.
- g. All illuminated walls or displays must have the ability to adjust the brightness.
- h. For island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/or beams, the lights must be placed within the perimeter of the exhibitor's booth space.

# BOOTH CONSTRUCTION

- i. Sound systems for formal demonstration areas must be directed into the exhibit space, not facing out toward the aisles, and sound may not exceed 85 decibels or be audible in any surrounding exhibitor's booth.
- j. Neither identification sign nor pipe and drape are provided for island exhibits. All booths are identified with booth number labels that are affixed to the floor in the aisle.
- k. Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which is objectionable to AAOS shall, at AAOS' discretion, be carpeted and/or corrected at the exhibitor's expense.

All aisle carpet will be provided by AAOS, and the carpet color will be black and gray tuxedo.

- l. All exhibitors with an island booth (400 sq. ft. and larger) are required to submit a scaled floor plan and elevation diagram (digitally) to AAOS for approval by **January 14, 2025**. Island booth floor plans are required to ensure that AAOS rules and regulations are followed and provide AAOS with the ability to resolve potential issues before show site. If not submitted, and the construction is determined to be in violation of booth restrictions, AAOS has the right to prohibit assembling of the booth. Island exhibits are subject to show site review and modification where necessary, at the exhibitor's expense.

Floor plans should be submitted via the [Island Booth Design Approval form](#). These floor plans must be drawn to scale and include all exhibit components and their dimensions, all hanging signs and rigging components, and the scale utilized for the floor plan.

## 67. Multi-level Exhibit Booths

A multi-level exhibit booth is an island exhibit booth with a second level. All requirements for island exhibit booths (see above) apply to multi-level exhibit booths. In addition, all multi-level booths must provide California structural engineer-stamped floor plans

by **January 14, 2025**, to the San Diego Fire Marshal for an official approval. See the Facility Fire/Safety Guidelines in section 71 for more information regarding multi-level booths.

## 68. Height Limits

**Linear Booths:** 8 feet in the rear half of the booth, 4 feet high within 5 feet of the front aisle

**Island Booths:** 25 feet measured from the floor up to the top of the hanging sign. Lighting and truss may be hung above this height but are not allowed to extend beyond the perimeter of the booth space.

## 69. Mobile Units or Trucks

Exhibitors who wish to display mobile units or trucks on the exhibit floor must request approval. Requests should be sent to [exhibits@aaos.org](mailto:exhibits@aaos.org) by **November 14, 2024**, and must include specific space requirements. Mobile units or trucks for display in the exhibit halls will only be assigned space in designated areas and cannot be placed within the exhibit hall floor where most exhibit booths are assigned. Mobile units must follow fire prevention codes according to the San Diego Convention Center rules and regulations and the [Americans with Disabilities Act](#).

## 70. Peninsula or End-Cap Booths

AAOS does not offer peninsula or end-cap booths. A peninsula booth is bounded by three aisles; an end-cap booth is a linear 10' x 20' booth spanning two different aisles.

## 71. Facility Fire/Safety Guidelines

The San Diego Convention Center has established requirements regarding acceptable booth configurations from a safety standpoint. By **January 14, 2025**, exhibitors with a single-level covered exhibit or multi-level exhibit are required to submit California structural engineer stamped floor plans to the San Diego Convention Center:

Name: Joe May  
Title: Fire Marshal  
111 W. Harbor Drive  
San Diego, CA 92101  
Phone: (619) 525-5419  
Email: [jmay@sandiego.gov](mailto:jmay@sandiego.gov)

- a. All exhibit construction and decoration materials must be flame retardant.
- b. All island booths with enclosed areas (closets, offices, etc.) need to be equipped with an UL approved battery-operated smoke detector and at least one 2A10BC Fire Extinguisher.
- c. No ceilings are allowed on the topmost level.
- d. All multi-level exhibits must have one 2A10BC-type fire extinguisher on each level of the display, easily available and unobstructed from view.
- e. All areas under multi-level booths must be equipped with a UL approved battery-operated smoke detector attached to the ceiling or understructure.
- f. All booths shall have one stairway exit directly to the outside of the booth. Stairs cannot exit into an enclosed room.





# BOOTH CONSTRUCTION

- g. All stairways must be at least three feet in width and must be equipped with a handrail on at least one side.
- h. Decks designed to hold over 10 people require a second staircase for emergency evacuations.
- i. Any deck with occupancy on the upper deck needs a California structure engineering stamped floor plan and needs to be approved by the fire marshal.
- j. Exhibitors with a single-level covered exhibit must have approval from the fire marshal. Any covered structure over 400 sq. ft may have additional requirements. Structures are “preferred” to be permeable and must be fire retardant material.
- k. Any displays or signs over 14 feet high must have a seismic safety support or secured to a building structure and must be installed by a General Service Contractor’s certified rigger.

## 72. Lighting

Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto another exhibitor’s space or AAOS aisles or otherwise detracts from the professional atmosphere of the event will not be allowed. Lighting that spins, rotates, pulsates, or has other specialized effects must be submitted for approval to [exhibits@aaos.org](mailto:exhibits@aaos.org) by **January 14, 2025**. Approval will be granted on a case-by-case basis and will be inspected onsite at the San Diego Convention Center.

Island booth exhibitors who wish to have facility lights turned off that are within the confines of their booth space must submit requests to the San Diego Convention Center by **January 14, 2025**. No requests will be granted to turn off lights that project over aisle space or other exhibitors’ booths. Island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/ or beams must be placed within the perimeter of the exhibitor’s booth space. Lights for linear booths may not rise above 8 feet or be placed outside the booth space.

The exhibitor of an island booth is responsible for any costs related to lighting installation and dismantling, including any lights which may be denied approval on site due to infringing on AAOS aisles, or other areas outside the exhibitor’s booth space.

The following schedule lists when the San Diego Convention Center will go to “show level lighting and power” in Halls A - H:

Sunday, March 9	1:30 – 3:30 PM
Monday, March 10	1:30 – 3:30 PM

## 73. Signs

Only professionally printed signs are allowed in the exhibit halls. Forms for ordering booth ID signs and additional signs will be included in the [Exhibitor Service Manual](#).

**Booth ID Signs:** Linear booths 300 sq. ft. or less will be provided with a 7” x 44” identification sign with the company name and booth number at no charge. Any booth larger than 300 sq. ft. may receive a 7” x 44” identification sign upon request.

**Recyclable Materials:** All signs must be made of recyclable materials (such as Falcon board or corrugated cardboard). Foam core signs are not allowed to be used at the San Diego Convention Center.



**Hanging Signs or Banners:** Hanging signs/banners are only available for island booths and may not exceed the perimeter of assigned booth space. The suspended height limit for signs is 25 feet when measured from the floor up to the top of the sign.

Hanging signs must be received at the warehouse by **February 24, 2025**, using the “Hanging Sign” shipping label that will be included in the [Exhibitor Service Manual](#) to avoid additional fees. The first day hanging signs will be accepted at the advance warehouse is **February 4, 2025**.

## 74. Floor Covering and Carpet

Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which is objectionable to AAOS shall, at AAOS’ discretion, be carpeted and/or corrected at the exhibitor’s expense. All aisle carpet will be provided by AAOS, and the carpet color will be black and gray tuxedo.



# EXHIBITOR SERVICES AND OFFICIAL CONTRACTORS

## 75. Exhibitor Service Manual

The [Exhibitor Service Manual](#) containing information and order forms for all exhibitor services and contractors will be available **October 24, 2024**.

## 76. Official General Service Contractor

Freeman has been designated as the general service contractor. General questions regarding any services provided by Freeman (rental of booth furnishings and carpet, material handling, labor, special signage, etc.) should be directed to its Exhibitor Service Department at phone: 855-436-4331.

## 77. Facility Exclusive Services

The following services are to be provided exclusively by San Diego Convention Center:

**Booth Cleaning Services**

**Catering**

**Telecommunications/Internet**

## 78. Union Jurisdictions at the San Diego Convention Center

Labor for display installation and dismantling must be provided by the appropriate union personnel and may be ordered through Freeman, the official general service contractor.

Full-time employees of exhibiting companies may erect and dismantle their own displays without assistance from local trade unions provided that the work is performed by one person only, does not require the use of hand tools, takes no longer than 60 minutes to complete and the booth does not exceed 10' in length in any direction. In all other instances, local authorized union labor is required. All work must be performed within the confines of the exhibitor's booth area.

Display installation/dismantle labor order forms will be included in the [Exhibitor Service Manual](#). Labor will be available based upon advance orders. Following are the applicable rates:

**\$165.50/hour**      **Straight Time**  
**8:00 AM – 4:30 PM**  
**Monday thru Friday**

**\$297.75/hour**      **Overtime**  
**5:00 PM - 8:00 AM**  
**Monday thru Friday**  
**all-day Saturday and Sunday**

**Small Forklift and Driver**  
**\$247.25/hour**      **Straight Time**  
**8:00 AM – 4:30 PM**  
**Monday thru Friday**

**\$329/hour**      **Overtime**  
**4:31 PM - 8:00 AM**  
**Monday thru Friday**  
**all-day Saturday and Sunday**

*\* Rates subject to change.*



## 79. Booth Furnishings

Sample charges for advance online orders of common booth furnishings are as follows:

<b>9'x10' Carpet</b>	<b>\$382.20</b>
<b>6' Draped Table</b>	<b>\$299.25</b>
<b>Side Chair</b>	<b>\$126.00</b>

*\*Costs subject to change.*

## 80. Cleaning/Porter Service

AAOS will provide cleaning service for all aisles. Cleaning service for individual booths will be provided upon request from the individual exhibitor at the exhibitor's expense. AAOS has the right to order cleaning at the exhibitor's expense if booth appearance is unsightly.

The San Diego Convention Center is the exclusive cleaning contractor. No other contractor or cleaning service, including Exhibitor-Appointed Contractors, can perform these services. Sample advanced rates for cleaning are as follows:

**Vacuuming Per Day**      **\$0.60 per sq. ft (advanced rate)**

*\*Rates subject to change.*

If an exhibitor has giveaways or other booth material items that generate trash, the exhibitor will need to order porter service to remove empty cartons and/or containers. Any exhibitor disposing of cartons, containers, or other trash in the aisles will be charged for removal and cleaning. Porter service includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours. Following are sample advance rates:

<b>Under 500 sq. ft</b>	<b>\$110.00 (advanced rate)</b>
<b>501 - 1,500 sq. ft.</b>	<b>\$121.00 (advanced rate)</b>
<b>1,501 - 3,000 sq. ft.</b>	<b>\$145.00 (advanced rate)</b>
<b>Over 3,000 sq. ft.</b>	<b>Call for Quote</b>

*\*Rates subject to change.*

# EXHIBITOR SERVICES AND OFFICIAL CONTRACTORS

## Booth Abandonment Cleaning Service:

Exhibitors are responsible for arranging the disposal of their booth. Booth disposal should be communicated at least one full day prior to move out and if a significant amount involved, at least 2 days prior to move out to the Cleaning Services desk in the Exhibits Service Center. If arrangements are not made in advance and the booth is abandoned, the booth will be dismantled by the General Service Contractor labor at the prevailing rate and either the General Service Contractor or SDCC staff will transport those materials from the exhibit floor to the disposal area. A fee of one-half of the prevailing rate for a compactor pull for each 100 sq. ft. of exhibit space will be charged to the exhibitor.

## 81. Electrical Services

Freeman is the exclusive provider of electrical services. Installation and connection to all electrical services must be made by Freeman. Sample advance electrical charges (which include labor to place the specific service ordered), and subject to change, are as follows:

5 AMP/0-500 watts	\$218.95
10 AMP/1000 watts	\$384.05
20 AMP/2000 watts	\$512.65

*\*Rates subject to change.*

Forms with a complete list of electrical services and other utilities will be available in the [Exhibitor Service Manual](#) on **October 24, 2024**.

Prewire and Save! Considerable onsite cost savings can be made by pre-wiring and pre-connecting electrical equipment. Wherever possible, install standard “twist-lock” receptacles or similar “quick-disconnect” devices at your plant. Make sure all connections are sealed and that there are no live exposed metal parts that may cause shock or electrical hazard.

## 82. Security

AAOS will provide 24-hour security to control access to the exhibit halls from the start of move-in to the end of move-out. However, AAOS and the San Diego Convention Center will not be held responsible for the loss or damage to exhibitor property. Exhibitors are urged to take precautions to protect their own property to discourage theft and arrange for appropriate insurance against loss. Information regarding ordering individual booth security will be provided in the [Exhibitor Service Manual](#).

## 83. Telecommunication Services

Smart City is the exclusive supplier of Internet and Telecommunications services. AAOS will again be providing complimentary Wi-Fi throughout the exhibit hall for exhibitors for basic internet access, such as browsing the web or checking emails. A login for this network will be provided before and onsite at the meeting. If an exhibitor needs a more robust or private network for greater needs such as streaming video, connecting devices to each other, or more, it must be ordered through the Smart City.

Smart City provides both wireless and hardwired services with the option for public or private IP addresses which can be both statically assigned or automatically assigned. Smart City customer

service team is available to assist in determining the right solution for your booth needs. Sample advance rates are as follows:

### Routers Prohibited:

Basic Internet Service - Includes 1 Private IP Address	\$895.00 (advanced rate)
Additional Device for Basic Service	\$185.00 (advanced rate)

### Routers Supported:

Dedicated 3 Mbps (includes 5 IP addresses)	\$3,495.00 (advanced rate)
Dedicated 6 Mbps (includes 5 IP addresses)	\$5,900.00 (advanced rate)

*\*Rates subject to change.*

## 84. Guidelines for Use of Exhibitor-Appointed Contractor (EAC)

Exhibitors may use the services of an outside independent contractor only for the installation and dismantling of exhibits. All other services must be secured through the [official contractors](#).

By **January 14, 2025**, exhibitors planning to use the services of an outside independent contractor for installation and/or dismantle must notify AAOS by completing the [Exhibitor Appointed Contractor Request form](#) included in the [Exhibitor Service Manual](#). Exhibitors not providing this request form by the deadline date will be required to use labor provided by the official contractor for installation and dismantling.

**Exhibitor-Appointed Contractors must provide an original Certificate of Insurance to AAOS by January 14, 2025, that:**

- Indicates the policy will be in effect over all installation and dismantling dates, **March 4-15, 2025**.
- Indicates comprehensive general liability insurance against claims for bodily injury or death and property damage of no less than \$1,000,000 for each occurrence, and an active workers' compensation insurance policy covering all permanent employees and temporary labor hired to perform work during this event is in force over this same period.
- Names AAOS as certificate holder and as an additional insured.
- Names AAOS, the San Diego Convention Center, and Freeman as additional insured.

**Upon arrival at the San Diego Convention Center, the EAC:**

- The (SDCC) San Diego Convention Center has temporarily suspended the ESCA badging system for contractors. Service contractors/EAC's will need to check in at the Contractor Door located in the rear of the Convention Center (Between the East and West Loading Docks) to obtain a day specific colored wristband from the event security officer assigned to the Contractor Door. EAC's must have proof (labor call sheet, staffing time sheet or equivalent) detailing the date they are assigned to work the event.
- Must not engage in solicitation of business on the exhibit floor for present or future conventions.
- Follow all AAOS move-in and move-out rules in a timely and professional manner and must perform duties within established AAOS deadlines.

# EXHIBITOR SERVICES AND OFFICIAL CONTRACTORS

- d. Adhere to deadlines. Deadlines are not negotiable.
- e. If Exhibitor-Appointed Contractor information is not received by the deadlines listed, the exhibitor will be required to use AAOS official contractors.
- f. Adhere to the regulations and procedures in the AAOS Rules and Regulations, SDCC Rules and Regulations, EDC Code of Conduct, and the [Exhibitor Service Manual](#).

## 85. Official Material Handling Contractor

Freeman has been contracted to be the exclusive provider for material handling services. Freeman has the responsibility to manage all freight docks/doors and to schedule all vehicles into and out of all designated material handling areas of the AAOS Annual Meeting. Freeman has the sole responsibility for loading and unloading all trucks, trailers, and both common and contract carriers at its facility or designated material handling areas, as well as mobile spotting units.

All shipments must be prepaid. Collect shipments will not be accepted. Complete details, including schedules and shipping instructions, will be included in the [Exhibitor Service Manual](#).

## 86. Accessible Storage

An area for accessible storage of sample materials and other items will be available at the San Diego Convention Center. An order form will be included in the [Exhibitor Service Manual](#). Labor charges are the responsibility of the exhibitor. Rates for accessible storage are as follows and are for the duration of the show:

**\$1.30 per lb Labor is included with per/lb rate.**

## 87. Advance Shipping

Advance shipments sent to Freeman's warehouse should be scheduled to arrive between **February 4 -February 25, 2025**. Material handling rates for advance shipments are:

<b>Price Per Lb. Rate</b>	<b>\$1.70</b>
<b>Late to warehouse</b>	<b>\$2.13</b>

*\*Rates subject to change.*

Loose/uncrated shipments will not be accepted at the advance warehouse. Rates are round-trip and inclusive of overtime move-in and move-out and any applicable special handling surcharges. Advance shipping rates include receiving of crated shipments at the warehouse, up to 30 days storage, delivery to the booth during designated move-in days and hours, handling and storage of empty crates and reloading for outbound shipment during the designated move-out days and hours. Advance shipments sent to the Freeman advance warehouse should be scheduled to arrive between **February 4 -February 25, 2025**. Address shipments as follows:

**Company Name and Booth #**  
**AAOS 2025 Annual Meeting**  
**c/o Freeman**  
**3456 East Miraloma Ave**  
**Anaheim, CA 92806**

**Hours of operation: Monday thru Friday, 8:00 AM – 3:30 PM**

## 88. Direct Shipments

Material handling rates for all direct shipments to the San Diego Convention Center:

<b>Price Per Lb. Rate</b>	<b>\$1.70</b>
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*\*Rates subject to change.*

Rates are round trip and inclusive of overtime move-in and move-out and any applicable special handling surcharges. Shipments must arrive on or after the appropriate date assigned based on the "Target Move-In" floor plan. Detailed information will be provided in the [Exhibitor Service Manual](#).

Direct shipments cannot and will not be accepted at the San Diego Convention Center prior to **1:00 PM on Tuesday, March 4, 2025**, unless arrangements have been made in advance with Freeman for early unloading. Direct shipments should be sent to:

**Company Name and Booth #**  
**AAOS 2025 Annual Meeting**  
**c/o Freeman**  
**The San Diego Convention Center**  
**111 Harbor Dr**  
**San Diego, California 92101**

## 89. Small Packages

Direct shipments of 10 pounds or less will be free of charge.

## 90. Return Shipments

Arrangements for all outbound shipments must be made with Freeman prior to the close of the show. A return material handling order form will be required for each outbound shipment at the close of the show. Outbound material handling order forms should not be left in exhibit booths or on materials to be shipped. All material handling forms should be delivered to the Exhibitor Service Center as soon as the materials are ready for shipment. If shipments are to be sent by a specific carrier, that carrier must be indicated on the material handling form. If no carrier is indicated on the material handling order form, the official material handling contractor will select the most convenient carrier available. Official carrier representatives will be onsite to discuss shipping needs.





# EXHIBITOR SERVICES AND OFFICIAL CONTRACTORS

## 91. Deliveries

Deliveries should be sent care of (C/O) Freeman Exposition Services either to their advance warehouse or direct to The San Diego Convention Center (via Freeman's Marshaling Yard) only during designated move-in hours to Freeman's attention to ensure exhibit materials are delivered properly.

Refer to the shipping instructions in the [Exhibitor Service Manual](#) for more details. Contracted delivery personnel will not be badged and cannot gain access to the exhibit floor.

## 92. Marshaling Yard

A vehicle marshaling yard will be utilized for the AAOS 2025 Annual Meeting to ease congestion at the San Diego Convention Center and maximize the utilization of available dock space. All delivering carriers and trucks, including privately owned vehicles (POV's) and mobile units must check in first at the marshaling yard to be assigned a number and position to be unloaded or directed to the dock for spotting onto the floor. This same process will be in effect during the move-out of the show. Complete details and directions will be included in the [Exhibitor Service Manual](#).

## 93. Exhibitor Material Handling

An exhibitor may only move material that can be hand-carried by one person in one trip and are not permitted access to the loading/freight door areas. The use or rental of dollies, forklifts, flatbeds or other motorized, hydraulic, or mechanical equipment is not permitted. Freeman will control access into the loading docks to maintain and provide for a safe and orderly move-in/move-out environment. They unload all trucks and vehicles, deliver the material to the booths, handle all empty containers, and remove and reload materials at the close of the show.

# IMPORTANT DATES AND LINKS

Information regarding exhibitor housing available	July 1, 2024
Exhibit Space application and 50% deposits due for priority point assignment	June 27, 2024
Island exhibit space assignments will be finalized	July 25 – August 16, 2024
Exhibit space assignments emailed	August 22, 2024
Meeting space application available	August 22, 2024
Promotional and advertising opportunities available	August 22, 2024
Balance of exhibit space fees due	October 17, 2024
Exhibitor service manual available	October 24, 2024
Exhibitor badge registration opens	October 24, 2024
Last day to enter names for sleeping rooms	January 9, 2025
Island booth floor plans due	January 14, 2025
Giveaway distribution request form due	January 14, 2025
Exhibitor-Appointed contractors request form due	January 14, 2025
Certificate of Insurance from exhibitor-appointed contractors due	January 14, 2025
Hotel deposits become non-refundable	January 16, 2025
Certificate of Insurance from exhibitor due	January 28, 2025
First day advance shipments will be accepted at the warehouse	February 4, 2024
Last day advance shipments will be accepted at the warehouse	February 25, 2025
Installation of exhibits begins at 1:00 PM (per target schedule)	March 4, 2025
Onsite exhibitor registration opens	March 8, 2025
Installation of exhibits must be completed by 5:00 PM	March 10, 2025
Official opening of exhibits at 9:00 AM	March 11, 2025
Exhibitors Open Forum at 8:00 AM	March 13, 2025
Dismantling of exhibits begins at 3:00 PM	March 13, 2025
All materials must be removed from all exhibit halls by 2:00 PM	March 15, 2025

*All dates subject to change.*



## FUTURE ANNUAL MEETINGS

### AAOS 2026

Morial Convention Center, New Orleans, Louisiana  
Meeting Dates: Monday, March 2 – Friday, March 6  
Exhibit Dates: Tuesday, March 3 – Thursday, March 5

*All dates subject to change.*

### AAOS 2027

Venetian Convention & Expo Center, Las Vegas, Nevada  
Meeting Dates: Tuesday, March 2- Saturday, March 6  
Exhibit Dates: Wednesday, March 3 – Friday, March 5

## IMPORTANT LINKS

- [AAOS 2025 Exhibits Home Page](#)
- [Apply for Exhibit Space](#)
- [Exhibit Hall Schedule](#)
- [Exhibit Hall Floorplan](#)
- [Exhibitor Resource Center](#)
- [Priority Points](#)
- [Exhibitor Service Manual](#)
- [Promotional Opportunities](#)
- [Exhibitor Event and Meeting Space Guidelines](#)
- [Exhibitor FAQ](#)