



This e-letter is your go-to guide for making the most of your experience at AAOS 2025 and setting up long-term success.

### **Exhibitor Service Manual**



The Exhibitor Service Manual (ESM) is a complete guide to help exhibitors prepare for the Annual Meeting. It includes links to key information such as booth setup, approval forms, shipping details, service contractors, and badge registration.

[\*\*Explore the Exhibitor Service Manual\*\*](#)

**Stay in the Loop**

## Overview of the Exhibitor Service Manual Sections:

- [Booth Services](#) - Access order forms for services like electrical, internet, furnishings, flooring, labor, lead retrieval, and catering.
- [AAOS Info & Approvals](#) - Find all necessary AAOS forms and approvals for the Annual Meeting, including badge registration, booth activities, advertising approvals, and exhibit design guidelines.
- [Shipping & Material Handling](#) - Review all the details you need to manage shipments to and from the Annual Meeting.
- [Convention Center](#) - Familiarize yourself with venue regulations, guidelines, and maps.
- [Official Service Contractors](#) - View the list of official contractors for AAOS 2025.

### Exhibitor Badge Registration

Each exhibitor is permitted to register up to five representatives for every 100 square feet of exhibit space. Please review the [Exhibitor Badge Registration Policies](#) for more information. To register your badges, log in to the [Exhibitor Resource Center](#).

### Target Move-In Schedule

The target move-in schedule for exhibit installation is determined by booth size and location. You may begin setting up your booth any time after your assigned move-in date/time, but it must be fully installed by **5:00 PM on Monday, March 10, 2025**. Please review the [Target Move-In Schedule & Guidelines](#) for full details and your move-in date/time.

### Exhibitor Appointed Contractor (EAC)

Exhibitors may hire independent contractors solely for the installation and dismantling of exhibits. AAOS approval is required. For more details, review the [EAC Process Overview](#) and then submit your [EAC Approval Request](#).

### Exhibitor Insurance Submission Portal & Policy Order Form

All exhibitors must have general liability insurance for booth materials and third-party injury or property damage. Each exhibitor is required to furnish AAOS with a certificate of insurance that:

1. Indicates the policy will be in effect over all installation and dismantling dates, March 4 – 15, 2025.
2. 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.
3. Names AAOS as certificate holder.
4. Names AAOS and the San Diego Convention Center as additional insured.

A compliant Certificate of Insurance (COI) must be [submitted](#) or [purchased](#) by **February 4, 2025**.

### **Attendee Registration Numbers**

Attendee registration will open **November 13**. Every Monday starting on **November 18**, registration numbers for AAOS 2025 will be posted on the [Plan Your Exhibit page](#).

### **Exhibitor Directory Listing**

Ensure your company's listing is prominently visible to attendees in the [online directory](#), [floorplan](#), and [Annual Meeting Mobile app](#). Take the following actions by **November 13**, when medical attendee registration opens, and the online directory and floorplan becomes available:

- Update company details
- Upload logo
- Add a 500-character company description
- Select product categories and specialties

To update your listing, simply log in to the [Exhibitor Resource Center](#).

Capture the attention of attendees by upgrading your listing with captivating product images, eye-catching videos, and much more! Discover the benefits of an [Enhanced Exhibitor Listing!](#)

### **Exhibitor Town Hall**

Do you have questions about the Exhibitor Service Manual? Join the Exhibits Team on **Wednesday, November 6 from 1:00 PM - 1:30 PM CST**, for a town hall webinar where we'll walk through each section of the manual. This is also your opportunity to ask any pressing questions about the Annual Meeting.

[Register for Exhibitor Town Hall](#)

If you were unable to attend the recent Exhibitor Town Hall where we introduced the new Exhibitor Resource Center, you can [watch the recording](#).

### **Exhibit Essentials for AAOS 2025: A First-Timer's Guide**

Discover the key aspects of successful exhibit participation! You will learn how to set clear objectives, build your meeting budget, and create an effective booth strategy. The webinar will also provide tips on maximizing your exposure, understanding exhibitor resources, and engaging with attendees before, during, and after the event. Join us on **Wednesday, November 13 from 1:00 PM - 1:30 PM CST**.

[Explore the First Time Exhibitor's Guide](#)

[Register for Exhibit Essentials Webinar](#)



## Don't Miss Out on Prime Lobby Exposure!

Capitalize on heavy foot traffic and prime visibility near high-traffic areas like registration, exhibit hall entrances, and Starbucks. From **eye-catching banners** to **prominent column wraps** to **bold wall graphics**, your message and brand will stand out to thousands of decision-makers and influencers throughout the event. Ensure your brand gets the visibility it deserves and engages attendees right in the heart of the meeting.

[Discover Ground-Level Lobby Opportunities](#)

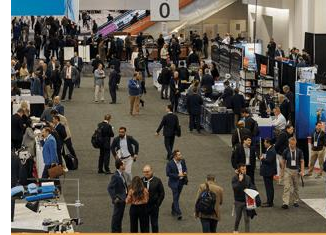
## Quick Links



[Hotel Reservations](#)



[Exhibitor Event and Meeting Space](#)



[Exhibit Hall Schedule](#)



[Promotional Opportunities](#)



[Year-Round AAOS Promotions](#)



[Contact Us](#)

## Upcoming Deadlines

**November 6**

Exhibitor Town Hall

**November 13**

Medical Attendee Registration Opens  
Exhibit Essentials for AAOS 2025  
Webinar

