November Exhibitor Update

ATTENDEE REGISTRATION
Physician registration fully opened on November 13. We will provide you with monthly registration totals starting in December. The Preliminary Program is now available online.

AAOS FORMS
The following forms are due to AAOS by December 12. If any of the following apply to your exhibit, complete and submit by December 12:

- Request to use an Exhibitor-Designated Contractor - Certificates of Insurance from Exhibitor-Designated Contractors are also due in order to be approved.
- Island Exhibit Design Approval - Required for all booths 20’ x 20’ and larger
- Request for Booth Activities/Giveaways - Submit this form if your company will be giving away non-product items from your booth, if you are planning to have any special booth activities, or holding a drawing/raffle

BOOTH HEIGHT LIMIT/LIGHTS
Height limits for booth construction are defined below.

Important Dates
For quick reference to all AAOS 2020 Important Dates and Deadlines for exhibitors, click here.

November 22
Deadline to request satellite event/meeting space to be booked through AAOS

December 12
- Exhibitor Suite Application deadline
- Island Booth Design submissions due to AAOS
- Booth Activity/Giveaway request deadline
- Exhibitor-Designated Contractor (EDC/EAC) approval request deadline
- Certificate of Insurance from all exhibitors and
Lighting above or in any booth must be directed to shine only within your booth space, and never into the aisles or into other booths.

- **Linear Booths (10x10 to 10x40):** 8 feet in the back half of the booth, 4 feet in the front half. Arm lights may extend an additional 3 inches above 8 feet provided they do not impede on any neighboring exhibits or extend beyond the perimeter of the booth space.
- **Island Booths (20x20 and larger):** 25 feet (lighting and truss may be hung above 25 feet, but be placed within the perimeter of the booth space.

**EXHIBITOR SERVICE MANUAL**

The Exhibitor Service Manual is now online! This is your source for ordering equipment and services for your booth such as electricity, furniture, carpet, A/V, catering, and more. A Checklist of ordering deadlines is included. Find information about the official vendors in the Service Contractors Directory.

**TARGET MOVE-IN DATE/TIME**

Exhibitors are assigned a "Target Move-In Date/Time". This target is the earliest that you can begin exhibit booth setup. View the Target Move-In floorplan to find your company's freight unload time which is also your target move-in time. **All booths must be completely setup by Tuesday, March 24, at 5:00 PM.**

**EXHIBITOR SUITES**

Exhibitor Suites are hard-walled areas in the exhibit hall that can be purchased and used as a meeting room or lounge. They are reserved on a first-come, first-served basis, so **book your exhibitor suite today!**

**SATELLITE EVENT/MEETING REQUESTS**

Any exhibitor events taking place outside of the exhibit hall must secure written approval from AAOS by submitting an Exhibitor Meeting Space Request. Events including Annual Meeting attendees may NOT be scheduled during Annual Meeting hours. Meeting space is on hold at hotels near the convention center. If requests are received by November 22, AAOS can reserve the meeting space. After November 22, exhibitors are still required to request approval, but the exhibitor will be responsible to reserve the space on their own once the meeting request is approved by AAOS.

Exhibitor Effectiveness Evaluations
Start preparing for your Complimentary Exhibiting Effectiveness (Booth) Evaluation now! This evaluation provides unbiased, expert feedback of your exhibit in action at AAOS 2020. Learn more about the criteria for evaluations.

EXHIBITOR RESOURCE AND EDUCATION CENTER
AAOS is pleased to announce the continuation of the Exhibitor Resources & Education Center. Provided as a free value-added benefit, this is your on-demand resource to stay current on best exhibit practices, get answers to your most pressing exhibiting challenges, expand your know-how, and improve your company’s exhibit performance and ROI.

SPECIALTY DAY
Exhibitors can register on-site to attend Specialty Day at the Annual Meeting, Saturday, March 28. Learn More

PROMOTE YOUR PARTICIPATION
Take advantage of the many promotional opportunities to increase your visibility at the Annual Meeting and drive traffic to your booth! There are several new offerings available for AAOS 2020! Learn more about Promotional Opportunities

Plan your AAOS 2020 Annual Meeting Exhibit Experience at aaos.org/exhibitors or with the below relevant quick links.

- Badge Registration
- Exhibitor Console Login
- Exhibitor Service Manual
- Housing Reservations & Travel
- Promotional Opportunities
- Rules and Regulations
- Surgeon Engagement Opportunities
- Target Move-In Floor Plan

CONTACT US
If you have any questions regarding the AAOS Annual Meeting, please contact us.

Email: exhibits@aaos.org
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Frequently Asked Questions