

# AAOS 2025

# Exhibitor Badge Registration Information and Policies



Meeting Dates: March 10 - 14 | Exhibit Dates: March 11 - 13  
San Diego Convention Center | San Diego, California

## Badge Allotment

Exhibitors may register a maximum of five representatives for each 100 square feet of exhibit booth space. Additional badges over this allotment will not be provided or sold. This limit was requested by AAOS membership in an effort to limit the total number of exhibitor representatives that may be on the exhibit hall floor at any one time.

## Badge Admittance

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.

## Exhibitor Research and Development Personnel Badges

An exhibiting company's personnel attending AAOS 2025 only for educational purposes and not to staff the booth or engage in business activities may register as an Exhibitor Research and Development Personnel. This badge will allow admittance to all educational sessions (Note: instructional courses require a ticket to be purchased), access to the exhibit hall during hall hours only, and will not count against an exhibitor badge allotment. [Learn more the about the registration fee and how to register.](#)

## Exhibitor Badge Registration

The Exhibitor Registration web site will remain open throughout the meeting and can be accessed through the [Exhibitor Resource Center](#). The online registration system allows exhibiting companies to:

- Add booth personnel names (All badges within a company's allotment are complimentary)
- Select badge distribution options
- Send confirmations to booth personnel
- Make name changes/badge exchanges for previously registered badges
- Review and print a list of registrants



## Badge Exchange (Name Changes)

- ▶ Badge exchanges/name changes are complimentary
- ▶ Badge exchanges/name changes made online after **January 22, 2025** will not be mailed and must be picked up at onsite Exhibitor Registration
- ▶ If the original badge was mailed or printed onsite, that original badge must be exchanged onsite at Exhibitor Registration in order to pick up the new badge
- ▶ Booth personnel exchanging a badge onsite will be required to show proof of affiliation with the exhibiting company (business card, etc.) and a photo ID

## Lost/Forgotten Badges

- ▶ Lost/forgotten badges can be reprinted one time per individual and will be charged a \$50 reprint fee. Additional reprints for a single individual will not be permitted.

## Badge Distribution Options

### By Mail

- ▶ The deadline to register badges to be mailed is **January 22, 2025**. Badges will be mailed on **February 4, 2025** to the designated company contact.
- ▶ After **January 22, 2025**, all badges or name changes made online must be picked up onsite at Exhibitor Registration.
- ▶ If you wish to only have a select number of badges mailed, simply register those individuals before **January 22, 2025** and return after **February 4, 2025** to register your remaining booth staff.
- ▶ For exhibitors outside the United States, pre-registered badges will not be mailed and must be picked up onsite at Exhibitor Registration.



### Pick-up by Designated Contact Onsite

- ▶ All the badges within a company's allotment can be picked up onsite at Exhibitor Registration by a registered designated company representative. This designated company representative will be required to show proof of affiliation with the exhibiting company (business card, etc.) and a photo ID. Any registered company representative can be designated to pick-up all badges.
- ▶ It is the responsibility of this designated company representative to distribute these badges.
- ▶ A mobile phone number will be required at the time of picking up the badges. This mobile phone number will only be used should a booth personnel come to Exhibitor Registration seeking to print a badge that has already been provided to designated company representative.

### Express Badge Pick-up Onsite

- ▶ Express Badge Pick-up allows each individual booth personnel to pick up their own badge onsite at Exhibitor Registration by scanning a barcode or searching by last name.
- ▶ During the registration process, provide the email address of each individual being registered and a confirmation with a barcode will be sent on **March 4, 2025**.
- ▶ If you wish to distribute/forward these confirmations to your booth personnel, provide your email address for each individual and on **March 4, 2025**, the confirmation with the barcode for those individuals will be sent to your email address.
- ▶ Booth personnel picking up their badge onsite will be required to show proof of affiliation with the exhibiting company (business card, etc.) and a photo ID upon scanning their barcode.
- ▶ We anticipate long lines on the morning of **Tuesday, March 11, 2025**. Please plan accordingly.
- ▶ Name changes that have been made online to badges already printed will not be able to use the Express Badge Pick Up and must use onsite registration counters in Exhibitor Registration to turn in the original badge and receive the new badge.

## Onsite Exhibitor Registration

**The San Diego Convention Center**  
Level 1 Lobby D  
111 Harbor Drive  
San Diego, CA 92101



## Onsite Exhibitor Registration Hours

Date	Time
Saturday, March 8	1:00 PM - 5:00 PM
Sunday, March 9	8:00 AM - 5:00 PM
Monday, March 10	8:00 AM - 5:00 PM
Tuesday, March 11	6:30 AM - 5:00 PM
Wednesday, March 12	7:00 AM - 5:00 PM
Thursday, March 13	7:00 AM - 3:00 PM

## AAOS Exhibitor Registration Policies

- ▶ All exhibitor representatives must register and wear their own official exhibitor badge for admission to and while in the exhibit halls. Wearing another individual's badge or providing your badge to another individual, even from the same company, is not permitted and will be grounds for the immediate dismissal of both the badge owner and the badge wearer, and reentry will be prohibited.
- ▶ Company badges will not be accepted instead of the official badge. Supplementing AAOS badges with business cards or 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.
- ▶ 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 exhibition, or removing a violator's exhibit from the exhibit floor without obligation on the part of AAOS.
- ▶ Entering another exhibitor's booth without their permission is grounds for immediate dismissal.
- ▶ Lost badges can be reprinted one time per individual. Additional reprints for a single individual will not be permitted.
- ▶ No one under 16 years of age will be allowed in the exhibit hall.

## Exhibitor-Appointed Contractor Request

Exhibitors may use the services of an outside independent contractor only for the installation and dismantling of exhibits. Exhibitors planning to use the services of an EAC must submit the request via the EAC Request Form and complete all required information by **January 15, 2025**. An email will be sent to your contractor with their requirements for approval.

