



This e-letter serves as your essential resource for all the information you need to succeed at AAOS 2024 and beyond.

Annual Meeting Highlights

Attendee Registration Numbers

Every Monday starting on **October 30**, registration numbers for AAOS 2024 will be posted on the [Attendee Registration Numbers page](#).



Final Payment Due

Earn two priority points by paying the balance of your exhibit space fees by **October 19**. To submit payment via credit card or print an invoice, simply login to the [Exhibitor Dashboard](#) with your **ID number:** and **Password:**

Exhibitor Directory Listing

Ensure that your company's listing is visible to attendees in the online exhibitor directory, floorplan, and Annual Meeting Mobile app. Take the following actions by **October 18**, when attendee registration opens, and both the directory and the app become available:

- Update your company information
- Upload your company logo
- Add an exhibitor description (500-character limit)
- Select product categories and specialty areas relevant to your booth

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 Badge Registration

Badge registration will be available on **October 12**. Exhibitors may register a max of five representatives for each 100 sq. ft. of exhibit space. For badge mailing:



- The deadline to pre-register badges to be mailed (U.S. only) is **December 14**.
- Badges will start to be mailed out on **January 3, 2024**.

Visit the [Exhibitor Badge Registration page](#) for more info.

Exhibitor Appointed Contractor (EAC) Requests

Exhibitors may use the services of an independent contractor only for the install and dismantle of exhibits. For more information, visit the [Exhibitors Appointed Contractors page](#). The approval form will be available on **October 12**.

Hotel Reservations

Reservations are now open to all exhibitors. Requests for additional rooms are being accepted and will be assigned based on availability. For hotel rooms:

- The last date to enter names to reservations within an exhibitors' block is **November 30**.
- Hotel room night deposits become non-refundable on **December 8**.
- The two-night deposit will start being charged by hotels on **December 12**.

For additional information, visit the [Exhibitor Housing page](#).

In-Booth Education Listing

Hosting a presentation or product demonstration and want to draw a bigger crowd? A great way to promote your in-booth education is with a listing in the Annual Meeting app, website, and onsite signage.

For more info, review the [In-Booth Education Listing Brochure](#).



Exhibitor Insurance

Every exhibitor is required to have general liability insurance coverage of their exhibit booth materials against damage and/or loss and against personal injury and property of others. Each exhibitor must submit or purchase a compliant Certificate of Insurance (COI) by **December 19, 2023**. The submission portal and order form will be available on **October 13, 2023**.

Exhibitor Service Manual

The [Exhibitor Service Manual](#) is your ultimate guide for booth service order forms, AAOS approval forms, shipping information, a directory of service contractors, and badge registration.

Did You Know?



Exhibitor Suites

AAOS offers space to conduct private meetings, demonstrate your products, or for additional storage. Exhibitor suites offer a secure and hard wall space with a locking door, carpeting, and are conveniently located in the exhibit hall. Suites are sure to sell out, so be sure to [submit your application](#) today!

Important Dates

October 12

Exhibitor Badge Registration is Available
Exhibitor Appointed Contractor Request Form is Available

October 18

Annual Meeting Mobile App is Available
Online Exhibitor Directory is Available

October 19

Final Payment for Exhibit Space is Due

November 30

Last Date to Enter Names to Reservations Within an Exhibitor's Block

December 7

Exhibitor Suite Applications Due
Island Booth Designs Due for Approval

December 8

Hotel Room Night Deposits Become Non-Refundable

December 12

The Two-Night Deposit Will Start Being Charged by Hotels

December 14

Deadline to pre-register badges to be mailed (U.S. only)

December 19

Exhibitor Insurance is Due

January 3, 2024

Badges mailed (if requested - U.S. only)

Other Exhibiting Opportunities

AAOS will host a variety of CME courses covering varying topics with opportunities for your company to participate. Our team will work with you to find an opportunity that best suits your needs.

[View Courses
Calendar](#)

[Educational
Grant
Opportunities](#)

[Spotlight
Sessions &
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