



EXHIBITOR INFORMATION

BOOTH RULES AND SPECIFICATIONS





Location: Orange County Convention Center
website: <https://www.occc.net/>

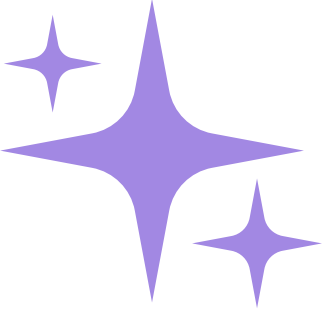


Exhibit Hall: OCCC West Hall B-C

Exhibit Hall Show Hours:

Friday, May 1: 8:00am - 5:00pm

Saturday, May 2: 8:00am - 5:00pm

Sunday, May 3: 8:00am - 2:00pm

Exhibitor Set-up Hours:

Wednesday, April 29 8:00am - 5:00pm

Thursday, April 30: 8:00am - 5:00pm

Exhibitor Tear Down Hours:

Sunday, May 3: 2:00pm - 8:00pm

Monday, May 4: 8:00am - 6:00pm

Tuesday, May 5: 8:00am - 3:00pm

PLEASE NOTE: all times listed are eastern time zone



2025-26 EXHIBITOR BOOTH INFORMATION

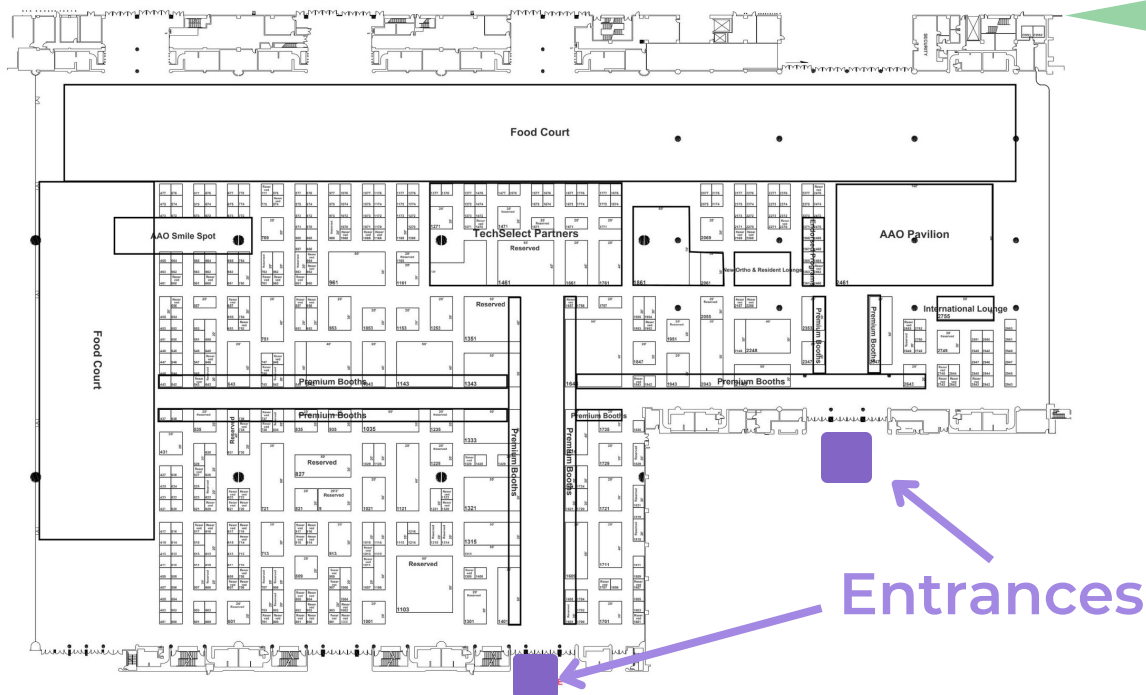


Exhibit Hall Floorplan

Booth Information:

Basic Booth

10' x 10'

\$3,800

- 2 staff badges per 10x10
- 8' background drape
- 3' side rail drape
- 7" x 44" identification sign with company name
- Any booth in premium booth location will be assessed an additional \$150 per 10x10

Island Booth

20' x 20' minimum

\$15,200+

- \$1,000 island fee will be assessed
- Island design needs to be submitted for approval by December

REMEMBER!

All exhibitors must provide flooring for their booth. Flooring must fit the entire booth footprint.

Exhibitors are responsible for purchasing their own electric and internet access. This can be secured in the Exhibitor Service Kit when it becomes available.

No items, except what is mentioned above will be provided. The exhibitor must secure all booth items through Freeman and/or another service provider

2025-26 EXHIBITOR BOOTH INFORMATION

New! For the convenience of AAO Exhibitors, we have automated the process of purchasing and providing proof of insurance.

The AAO has negotiated a very low fee for this coverage through RainProtection and the charge to purchase will be added to each exhibitor invoice at the point of application. If you prefer to use your own insurance provider, **you may opt out of purchasing through RainProtection by submitting a valid Certificate of Insurance (COI)** that meets ALL of the following requirements:

- Name the event organizer American Association of Orthodontists (401 N. Lindbergh Blvd., St. Louis, MO 63141) as the certificate holder.
- Include coverage for General Liability with a minimum limit of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Worker's Compensation or waiver to full compliance of federal and state laws covering all of the exhibitor's employees for any work done on the exhibitor's behalf with limits for employer's liability of at least \$500,000 for bodily injury to each employee by accident, \$500,000 for bodily injury to each employee by disease, \$500,000 policy limit for bodily injury by disease.
- List coverage dates that encompass the full duration of the event, including move-in and move-out dates. Your COI must be submitted no later than April 1, 2026 to avoid re-enrollment in the event insurance.

Important Dates

November 3, 2025

Hotel Reservations

- Hotel Reservations through OnPeak (link in exhibitor console)

December 5, 2025

Island Booth Floorplans & Hanging Signs Due

- If you fail to submit the required materials for approval by the deadline and proceed to production, show management still holds the right to disallow your booth structure and hanging sign in order to ensure your booth is in compliance.

February 13, 2026

Final Payment & EAC Form is due

- If payment is not received by end of business on February 13, 2026, the exhibitor's booth may be vacated to allow another exhibitor on the waiting list to register.
- EAC Form must be submitted by February 13, 2026.

April 29-30, 2026

Exhibitor Setup



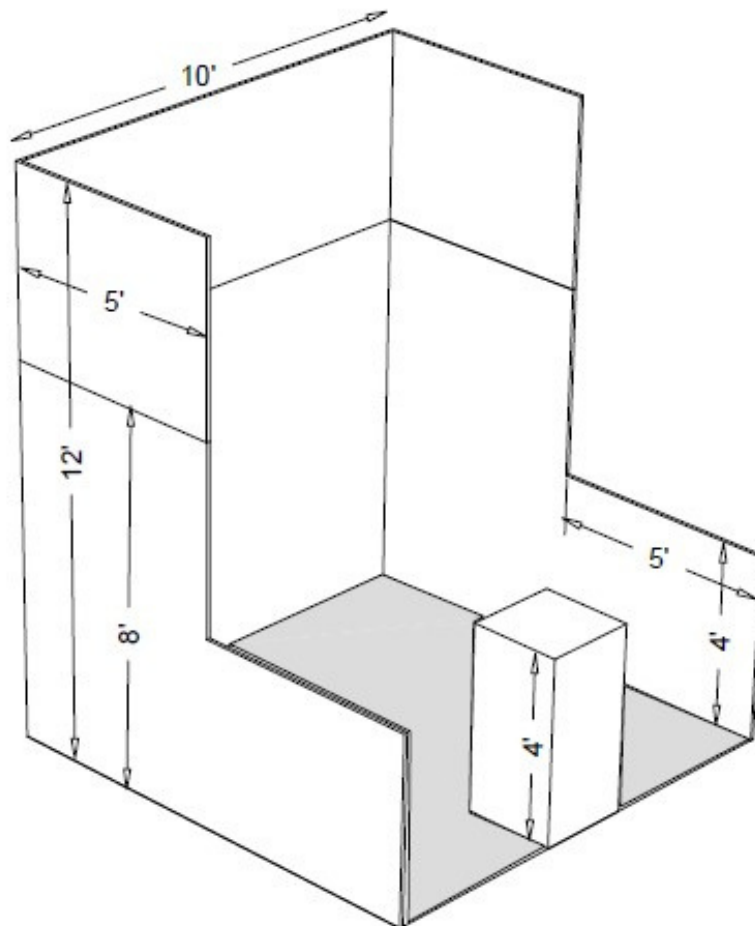
In-Line Booths

10' x 10' In-Line (Lineal) Booth

Exhibit displays must be set in a manner so not to block the sightlines of neighboring exhibitors. No display can exceed 8' in height.

All items greater than 4' must be set in the rear of the booth and cannot extend past 5' from the backwall. Items 4' in height or less can be arranged anywhere within the booth space.

Hanging signs are not allowed.



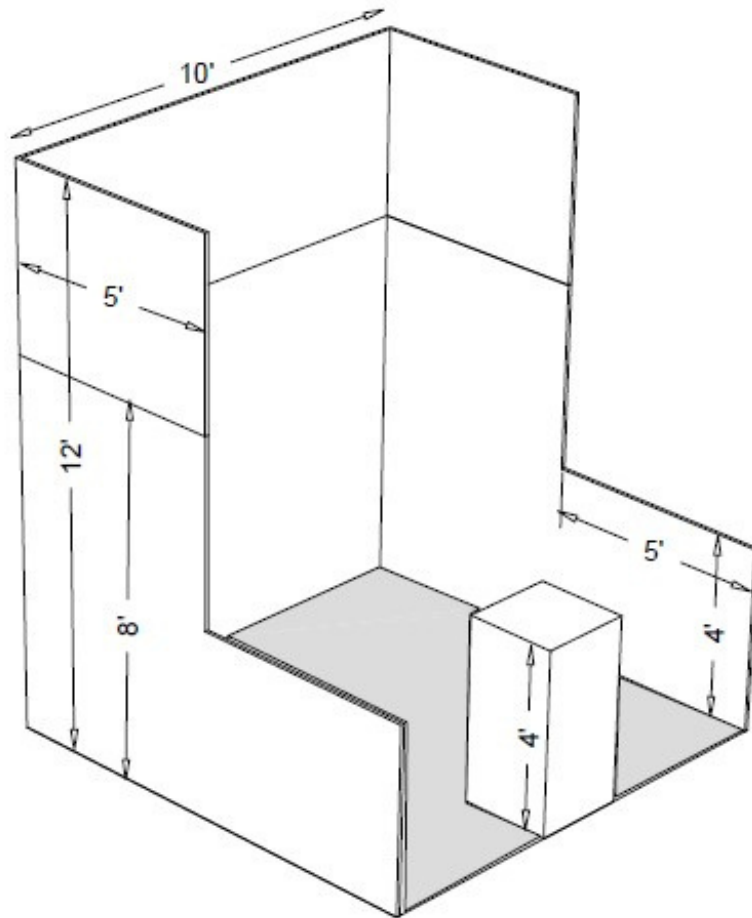
In-Line Booths (cont.)

10' x 10' Perimeter In-Line (Lineal) Booth

Exhibit displays must be set in a manner so not to block the sightlines of neighboring exhibitors. The AAO will allow an exhibitor in an in-line booth to extend the height of their display to 12' if the booth is along the perimeter of the exhibit hall and does not back up to another exhibit.

All items greater than 4' must be set in the rear of the booth and cannot extend past 5' from the backwall. Items 4' in height or less can be arranged anywhere within the booth space.

Hanging signs are not allowed.



Island Booth Rules & Specifications

Thank you for selecting an island booth configuration at this year's Annual Session. To ensure proper site-lines and a positive experience for all exhibitors, the AAO has developed guidelines and requires your assistance with providing the following information:

Island Booth

An island exhibit is a display detached from other displays with aisles on all sides. The height restriction is 20' which includes ground supported structures. Exhibits may extend to the perimeter of the assigned space.

Island booths configured with solid walls exceeding 4' in height on the perimeter will be required to allow at least 50% visibility. Exhibitors may use Plexiglas or similar see-through material to create walls exceeding 4' in height.

Please provide the following detail drawings:

- 1) Color rendering.
- 2) Top down view scale floor plan that includes dimensions of booth properties and the distance properties are from the perimeter of the booth.
- 3) Front elevation that includes height and width of structures.

Please refer to the examples at the end of this document of floor plans and allowable hanging sign/structures.



Hanging Signs & Structures

Hanging signs will be permitted for island booths only. If you plan on hanging a sign, you must fill-in the specs in the island booth form and submit a color rendering of the sign no later than 30 days prior to the first day of move-in.

Total square footage of the hanging sign(s) graphics may not exceed 50% of the assigned space square footage. The top of the sign must not exceed 20' from the exhibit floor. For example, if you have a 400 sq. ft. booth, your sign cannot exceed 200 sq. ft.

Allowable square footage = Rented space X 50%.

Square footage is figured out by multiplying the height X width of the sign.

If you have a circular sign, you will figure out sq. ft. by using this formula: $2 \times \pi \times \text{radius} \times \text{height}$

Please remember, if you have graphics on both sides of the sign (including inside) - that must be calculated into the total square footage as well.

Click link below to access form and submit drawings:

[Island Booth Form](#)

Additional information pertaining to the Annual Session can be found at <https://annualsession.aaoinfo.org/for-suppliers/>

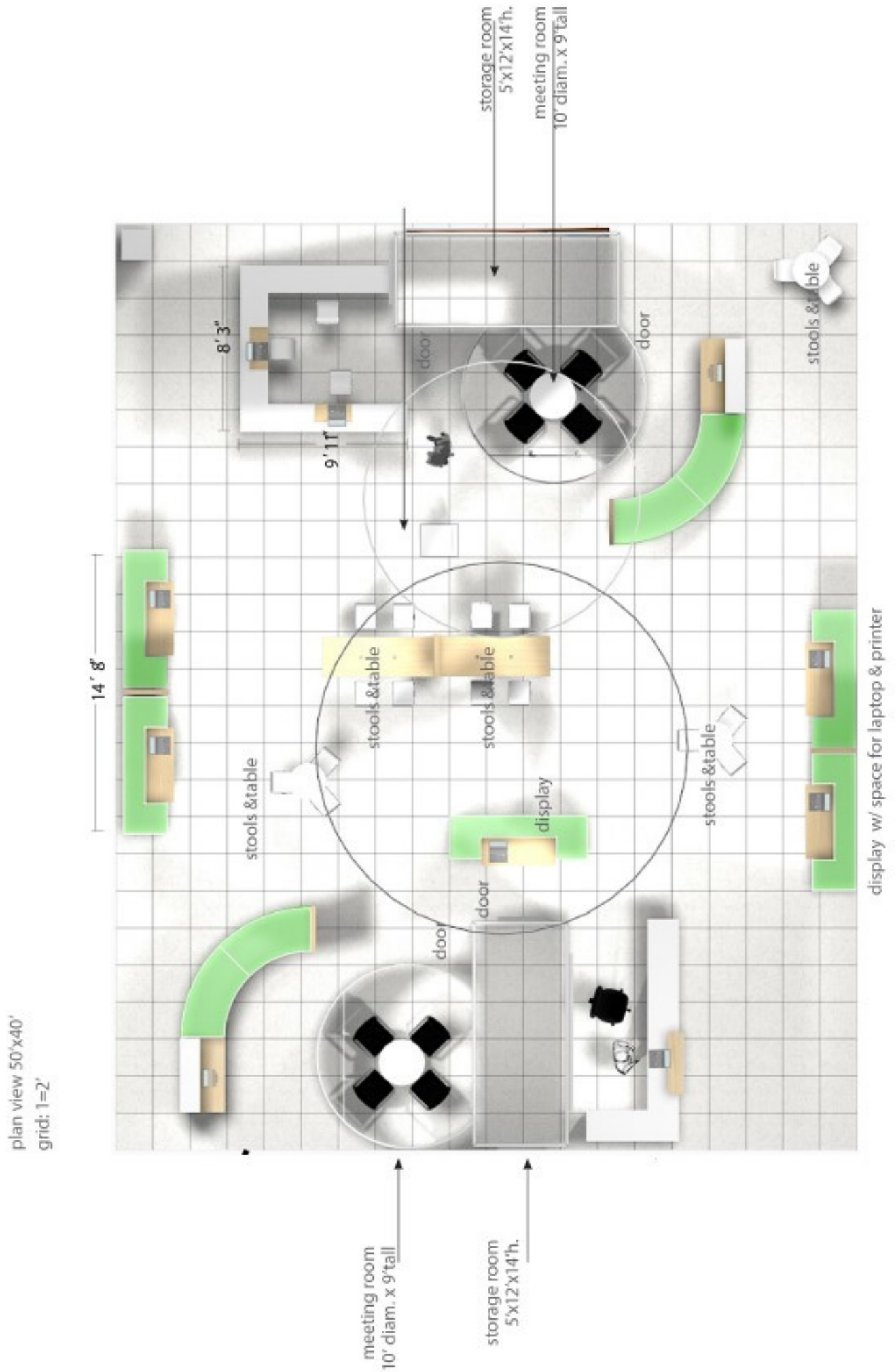
For more information regarding exhibit booths, contact:

Elizabeth Cordes
Exhibit Hall Management Specialist
ecordes@aaortho.org

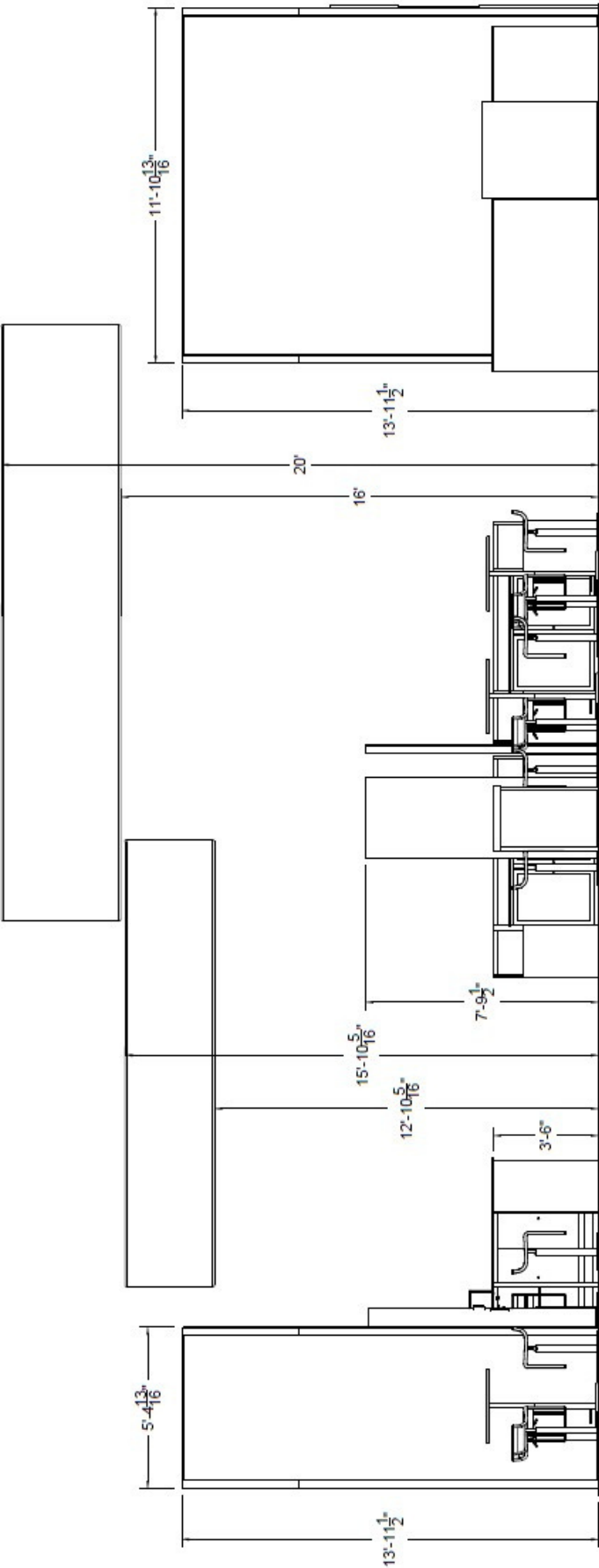
Color Rendering Example



Top Down View Example



Front Elevation Example



AAO

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