



EXHIBITOR NEWSLETTER #2

MAY 2025

It's hard to believe it's already May and we're just over 3 months away from the 2025 AOPA National Assembly! Be sure to read below for key updates and deadlines you won't want to miss. If you have any questions or need further details about any aspect of the National Assembly, please don't hesitate to reach out to me at (571) 431-0852 or kelly.oneill@AOPAnet.org. I'm happy to help!

ONLINE PROGRAM NOW AVAILABLE!

BADGE REGISTRATION- Now Open!

Exhibitors are entitled to two complimentary Full Conference Registrations with the purchase of each 10x10 exhibit space. Once you have used up your complimentary allotment, you can choose one of the discounted registration types below. Be sure to use your complimentary registrations first, before purchasing additional registrations. Register your booth personnel [HERE](#). You will need your booth number and zip code to access your allotment of registrations. Should you need more registrations than what you receive complimentary, make sure you register during the early bird time period to get the best rate.

Exhibitor Staff - Full Conference Registration

Access to all education sessions with opportunity to receive CE credits, early admittance to the exhibit hall, breakfast/lunches, welcome reception ticket, and access to the post show Virtual Assembly, which provides the education that was provided on site in Orlando.

Exhibitor Staff-Exhibit Hall Only Registration

This registration allows early access to the exhibit hall ONLY for Thursday & Friday only. ****It does NOT include** education sessions, welcome reception, breakfast/lunch, CE credit tracking and/or access to the post show Virtual Assembly.

	Early Bird Registration		Standard Registration	
	3/31 - 7/19		7/20- 9/6	
Registration Type	AOPA Member	Non-Member	AOPA Member	Non-Member

2 Complimentary Full Conference Registrations per each 10x10 purchased space	\$0	\$0	\$0	\$0
Exhibitor Staff -Full Conference Registration	\$429	\$529	\$529	\$639
Exhibitor Staff - Exhibit Hall Only Thurs & Fri Registration**	\$319	\$369	\$429	\$529

FREEMAN EXHIBITOR SERVICE KIT - Now Available!

FREEMAN is the official contractor for the National Assembly and will provide an online exhibitor service kit. You all should have received an email this morning from FREEMAN with a link to the Kit. If you did not receive the email, please check your spam folders. You can also access the Service Kit [HERE](#). The kit Includes all the information and order forms (*electric, internet, rigging, carpet, furniture etc.*). As a reminder carpet is REQUIRED for all exhibit space. Please review the information carefully, paying close attention to deadlines and contacts. Questions regarding the FREEMAN services, should be directed to FREEMAN at (888) 508-5054 or exhibitorsupport@freeman.com.

"BEST IN SHOW" NEW PRODUCT SHOWCASE AWARD- New This Year!

We are excited to announce the "Best in Show" ~ New Product Showcase Award. If your company has launched a new product, service, or technology within the past year—or plans to do so before or at the 2025 Assembly—you may be eligible to participate. The showcase will be prominently featured in the exhibit hall, giving all attendees a chance to explore the innovations and vote for their favorites. *More information to come next week regarding the showcase and how you can participate.*

HOTEL ROOM ACCOMMODATIONS – Now Available to Book!

AOPA has a special block of rooms available at the 4-star **Hyatt Regency Orlando** (9801 International Dr, Orlando, FL 32819) at a discounted rate of \$194++/night*. There is a daily reduced resort fee of \$5.00+/night. The special, discounted rate is available on a first-come, space available basis **until August 11**. **RESERVE YOUR ROOMS HERE.**

***As a reminder, AOPA does not partner with third-party booking agencies. Please only book your hotel reservations directly through above link. Please refrain from using any other websites or companies to reserve your rooms, as they are not affiliated with AOPA. Should you book with them, AOPA will not be able to assist you with any issues.*

SPONSORSHIP SPOTLIGHT!

Value Package #1- \$1,250

This high-impact package delivers outstanding visibility and engagement opportunities! Value Package #1 includes:

Exhibit Passbook: Drive booth traffic and meaningful engagement! Submit a fun or thought-provoking question to be included in the Exhibit Passbook. Attendees must visit participating booths to find answers, engaging directly with your team in the process. Those who complete the passbook earn CE credits and are entered to win exciting prizes. *Bonus Incentive: The first 100 attendees to complete the passbook will receive a \$10 Starbucks gift card!*

Assembly Show-T-Shirt: Get your brand seen! Your logo will be prominently printed on the back of the official event t-shirt, which will be distributed to attendees.

You can purchase Value Package #1 and review other sponsorship opportunities within your Exhibit Portal, or you can review the Sponsorship & Prospectus Brochure [HERE](#).

2025 O&P Digital Showcase

The Digital O&P Showcase will be an interactive event where attendees learn about computer-based 3D design software tools to create the desired outcome from O&P software manufacturers. Showcase participants are encouraged to offer as many hands-on demonstrations as possible to engage attendees. You must be a current exhibitor to participate. For more information on the O&P Digital Showcase and how you can participate please [click HERE](#). For questions regarding the O&P Digital Showcase please email assembly@aopanet.org.

EXHIBITOR BOOTH PORTAL

Your Exhibit Portal is your one stop shop for all your exhibit needs. This is where you can create & update all your company information (description, logo, social media links, website link, upload a brochure/catalog and add product categories) for you online listing on the [Assembly Website](#), and the upcoming mobile app. This is also where you can [purchase a Manufacturers' Workshop, Product Preview Theater \(PPT\) and Sponsorship Opportunities](#). You will also find several Tasks in the portal that will be need to be completed and confirmed prior to the start of the Assembly.

EXHIBITION HOURS, MOVE IN AND MOVE OUT

You can view the [Schedule in Advance here](#). We were able to increase the afternoon breaks in the exhibit hall to a half hour each day, which increases the unopposed time in the hall. Below are the move in, move out and exhibit hall times.

Exhibitor Move In

Tuesday, September 2	12:00 PM - 5:00 PM
Wednesday, September 3	7:00 AM - 3:00 PM

Exhibit Hall Hours

Wednesday, September 3	5:30 PM - 7:30 PM	Welcome to Orlando Reception
Thursday, September 4	9:00 AM - 6:30 PM	
Friday, September 5	9:00 AM - 4:00 PM**	

Exhibitor Move-Out

Friday, September 5	4:00 PM - 10:00 PM
Saturday, September 6	7:00 AM - 11:00 PM

****The exhibit hall is open until 4:00 PM on Friday, so please make sure your flights are booked accordingly to accommodate this time. Any exhibitor dismantling prior to the official closing time of 4:00 PM will be fined \$500.**