

AAOP INSTRUCTIONAL GUIDE FOR EXHIBIT SPACE & SPONSORSHIP SELECTION



LOGGING IN

If you exhibited in 2026, please be advised that your 2026 login credentials will not grant access to this year's vendor portal. To begin, "**Click to Start**" on the left side of the page "**Create Your 2027 Vendor Portal**." A box will appear where you can enter your company name; as you start typing, it will autofill. If you are a new exhibitor, "**Click to Start**," but please note nothing will autofill for you. Follow the prompts and complete the required information. If you wish to view the floor plan and check space availability, you may select "**View Floor Plan**."

STOP: Non-profits and first-time exhibitors are eligible for a discount on exhibit space. Non-profits receive 20% off, while first-time exhibitors receive 25% off. Before registering, please email kfeuling@oandp.org to receive your discount code.



Welcome to The Academy's 2027 Vendor Portal

Access everything you need through our comprehensive Vendor Portal, your centralized hub for managing sponsorship purchases and event-related transactions. Log in now to secure your exhibit space and sponsorships for the **Annual Meeting & Scientific Symposium** and explore and secure any **Year-Round Engagement** offerings to enhance your marketing initiatives for 2027.

The screenshot shows the "2027 VENDOR PORTAL" header. On the left, under "Create Your 2027 Vendor Portal", there is a "View Floor Plan" button with a blue grid icon, a paragraph of text, and a "Click to Start" button. On the right, under "Vendor Portal Log In", there are input fields for "Email Address" and "ACCESS KEY", a "Log In" button, and a link for "Lost your Access Key? or Need help?". Two red arrows point from the left towards the "View Floor Plan" button and the "Click to Start" button.

Questions? Exhibit & Sponsorship Manager: Kate Feuling – kfeuling@oandp.org / (414) 573-1519

BOOTH/TABLETOP SELECTION

To select your exhibit space, you may use the drop-down menu, or the floor plan by hovering over your preferred location and clicking to select. If you are purchasing multiple booths or tables, please make sure to select them all. Please do not order more than two tables. If you need more than two tables, it is time to upgrade to a booth! Once your space is selected, hit “**Continue.**” You will not be able to adjust your space location once submitted, if you need adjustments, email kfeuling@oandp.org.

Please select an exhibit space from the list below by either utilizing the drop down or by clicking on your desired exhibit spaces in the floor plan below.

Utilize drop down to select space(s)

Utilize Floor Plan by hovering over preferred location and clicking to select.

ATTENTION: Do not select multiple locations as options, what you are selecting here is your **ACTUAL** exhibit space.

Legend (5)

- Open
- On Hold
- Paid / Rented
- Reserved
- Unavailable

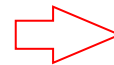
Please refer to the Legend for color coding. Dark blue spaces indicate areas that are already reserved, while pink spaces signify that someone is actively working to reserve that spot. You will have 15 minutes to complete your reservation. After this time frame, the system will log you out, and you will need to restart the reservation process.

NOT EXHIBITING?

If you are not exhibiting but are looking to reserve a sponsorship, you may skip the Booth/Tabletop Selection process, see image below.



Booth/Tabletop Selection



Skip

Continue



To select your exhibit space(s) you may use the drop down menu or the floor plan below by hovering over your space of choice. If you are not planning to exhibit at the Annual Meeting and are just looking for sponsorship opportunities, select the 'Skip' button to move forward in the top right corner of your screen.

Please select an exhibit space from the list below by either utilizing the drop down or by clicking on your desired exhibit spaces in the floor plan below.

The drop downs below are not intended for you to identify your exhibit space priority rank, it is only for the exact exhibit space number(s) you want. If you are only purchasing one booth, only one booth number should be populated in the drop down.

Booth 1

Booth 2

Legend (5)

- Open
- On Hold
- Paid / Rented
- Reserved
- Unavailable

SPONSORSHIP OPPORTUNITY SELECTION

After selecting your exhibit space, a window will appear allowing you to choose sponsorships. You can select the sponsorships you'd like to add or click **“Continue”** to skip this step. Follow the on-screen prompts to review our terms and conditions and complete the payment process. Within this portal, you'll also find options for both [Year-Round Engagement](#) and [Annual Meeting](#) sponsorships.

PAYMENT

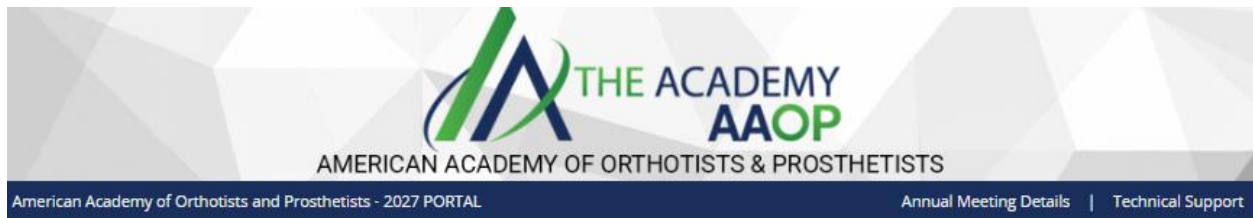
Payments can be made via check, credit card, or wire transfer. A 50% deposit is required to reserve your space through July 31st. After this date, full payment is due.

CONFIRMATION EMAIL

You will receive a confirmation email once your rental process is complete. If you do not receive this email, your transaction was not successfully processed.

Upon receiving your confirmation email, your 2027 vendor portal will be created. The email includes a copy of your invoice and your login details, so please keep it for reference. This portal contains important information and a list of 'TASKS' that need to be completed. Be sure to review the task deadlines and submit them on time. Once a task is marked as complete, a green checkmark will appear to indicate its completion.

When you go back into your exhibitor portal, you will now login on the right side of the login page for **“Vendor Portal Login.”**



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2027 VENDOR PORTAL

Create Your 2027 Vendor Portal

[View Floor Plan](#)

All 2027 purchases with the Academy are streamlined through your Vendor Portal. To get started, simply 'Click to Start' below.

Each year you will receive new login details, so if this is your first time visiting the 2027 Vendor Portal, please start here.

[Click to Start](#)

Vendor Portal Log In

Email Address

[ACCESS KEY](#)

[Lost your Access Key? or Need help?](#)

[Log In](#)

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