

AAOP INSTRUCTIONAL GUIDE FOR EXHIBIT SPACE & SPONSORSHIP SELECTION - 2026



COLLABORATE FOR EXCELLENCE
ADVANCING OUR PROFESSION TOGETHER
52ND ACADEMY ANNUAL MEETING & SCIENTIFIC SYMPOSIUM
February 18-21, 2026 • Nashville, TN

LOGGING IN

If you exhibited in 2025, please be advised that your 2025 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 2026 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: If you are a non-profit, you receive a 20% discount on exhibit space purchases and need to email kfeuling@oandp.org for a comp code before signing up.





Welcome to The Academy's 2026 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 2026.

2026 VENDOR PORTAL

Create Your 2026 Vendor Portal


 [View Floor Plan](#)


 All 2026 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 2026 Vendor Portal, please start here.

[Click to Start](#)

Vendor Portal Log In





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

[Log In](#)

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.

The drop downs below are not intended for you to identify your exhibit space(s) you should be populated in the drop down.

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.

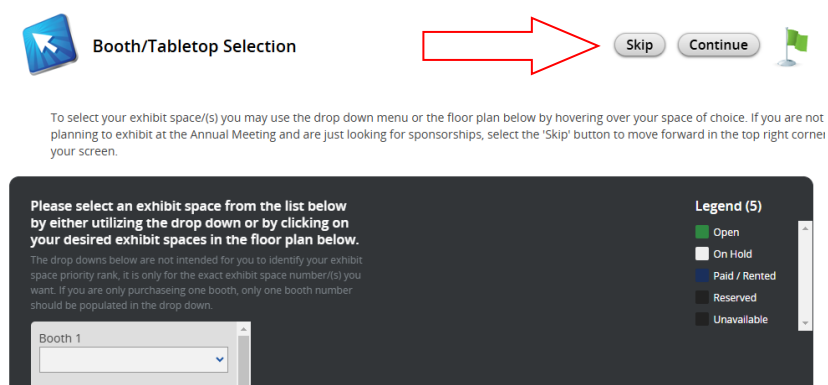
Legend (5)

- 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 light blue 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.



SPONSORSHIP OPPORTUNITY SELECTION

Once you have selected your exhibit space, a window will appear prompting you to select sponsorships. You may choose the sponsorships you wish to add or click "**Continue**" to bypass this step. Proceed by following the prompts on each screen, which will guide you through our terms and conditions as well as the payment process. Within this portal, you will find opportunities for both Year-Round Engagement and Annual Meeting sponsorships.

PAYMENT

Payment can be made by check, credit card, or wire transfer. A 50% deposit is required at the time of reserving your space, up until July 31st. After this date, the 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 2026 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.**"

For questions, please contact Kate Feuling and kfeuling@oandp.org, (414) 573-1519.