



## AAACE Annual Meeting 2025 Sponsor/Exhibitor Registration & Housing

AAACE2025 Exhibitor/Sponsor Registration and Housing is scheduled to open on November 4. To register your booth personnel and book accommodations at the annual meeting venue and headquarter hotel, Hilton Orlando, please follow the steps below:

1. To begin, [click here](#) and select the Sponsor/Exhibitor tile on the right. You will need to enter your password, sent in your booth space confirmation letter. Registration opens November 4, 2024.
2. You can also, [log-in](#) to the Exhibitor Hub and click on the banner that says Exhibitor Registration on or after November 4, 2024.
3. This will take you to the housing section. Please select how many rooms you will need. If you do not need to book any rooms, select the 0-9 rooms option.
4. On the next page, confirm your contact information. The pre-filled contact information is for the main booth contact listed in a2z for your company. Please note, changing this information will not save as it is tied to the information stored in a2z. If you would like to change your main booth contact, please contact Spargo.
5. Next, you can create your registrations as needed. Your exhibitor/sponsor level determines how many passes you have in your allotment.
  - a. Premium Registration – Access to learning zone, all education sessions, on-demand recordings post event, and president’s party.
  - b. Learning Zone Registration – Access to learning zone and sessions in learning zone only.
6. You must enter a unique email address for each registration used.
7. Each registrant will receive a confirmation to the email entered for them. As the main contact, you will also have access to download confirmations for others.

### IMPORTANT:

- **All registrants MUST have an AAACE account to access the event website and mobile app.** Once you have registered your team, please instruct them to visit [https://my.aace.com/nc\\_createaccount](https://my.aace.com/nc_createaccount) to create an AAACE account. They must use the email address tied to their meeting registration.
- The exhibitor/sponsor housing deadline is **March 14, 2025**. Any housing reservations on hold within your block and without names will be dropped after **March 14, 2025**.

If you need assistance with the registration and housing website, please contact AAACE’s registration provider, Maritz Global Events customer service at (864) 208-2693 or email [AAACEsponsor@Maritz.com](mailto:AAACEsponsor@Maritz.com).