



WE'RE GETTING CLOSE!!!! Less than 3 months until we join together in Washington, D.C. Anyone else started packing yet? No? Just me?

Please welcome our newest team member, [Sophia Saucer](#)!

Sophia is based on the east coast and will be our point-person for managing the Innovation Theater, Industry Symposia, and general Strategic Relations inquiries. Her contact info is below, please add her to your ACR contact list.

NEW Opportunity to support Fellows' Education for ACR24! We are excited to announce the [FIT TOURS at ACR Convergence 2024](#). Take a look at the link attached and [let us know](#) if you'd like to explore this venture.

Don't forget, if you think you've missed anything, go to our [Exhibitor Information Page](#) and scroll down to the accordion titled: **Exhibitor Newsletters**.

Important Dates Coming Up!

- **August 30:** Exhibitor Company Descriptions for Mobile app (600 characters, including spaces) due. Please also review your company URL and the industry categories that you wish to be associated with your mobile app entry. Personal contact information will not be included this year, however, if you have a general company email address (e.g. info@mycompany.com) this can be included in the profile. Only your company's primary exhibit contact has access to the Map Your Page where this information should be entered. For assistance with this task, contact [Kelli Wondra](#). If you purchased an enhanced listing from TriStar, your supporting materials should be delivered to Becca Price, TriStar Digital Ad Operations Manager (bprice@tristarpub.com).
- **September 6, 2024:** Island booth renderings due. Please review the island submission template (located in the Shepard Exhibitor Service Manual) which includes all specifications for your booth that we need to see in order to approve it. Please use this [template for submission](#)!
- **September 10, 2024:** Creative draft due to ACR for approval. (September 17th – FINAL creative due to Shepard)
 - If you have purchased any sponsorship with us that requires artwork and printing, please note this due date is approaching.
 - Digital Signage is due later, I do not need those files until October 11th, 2024.
- Do you have revisions to your Exhibitor Suite layout? All suite layouts must be sent to [Kelli Wondra](#) on **Monday, September 16**.
- Friday, September 20, 2024, [Housing Rooming list](#) deadline
- Friday, September 27, 2024: Lead Retrieval Advance Pricing ends. Standard Pricing begins.
- Exhibitor Certificates of Insurance are due to [Kelli Wondra](#) by email by Thursday, October 10, 2024. All exhibitors must provide a certificate of insurance which shall include contractual liability and product liability coverage, of \$1,000,000 per occurrence with a \$2,000,000 aggregate. The American College of Rheumatology and the Walter E. Washington Convention Center shall be added as additional insureds to such insurance. If you don't have access to an insurance provider, you can sign up for exhibit insurance with [Risk Management](#). If you are not sure what your form should look like, please see the sample template that follows today's newsletter.
- If you are working with an Exhibitor-Appointed Contractor, their insurance process is different. They must provide their COI to Shepard using this [upload process](#).

- Don't forget to place your custom exhibit orders with Shepard Expo Services by Thursday, October 17 to take advantage of discounted rates for custom items. Shepard's deadline for standard exhibitor orders is Friday, October 25.
- Orders for Smart City and High-Tech Electrical services should be placed by October 14th and October 27th, respectively, to take advantage of discounted prices!

Sponsorship Deadlines Approaching!

Live Lightning Talks - \$7,500 We still have a few spots available! Take this opportunity to share what your group has going on and coming up!

- 5 Minutes, 20 slides! Then 30 minutes to network with attendees
- Lounge-style "campfire" atmosphere creating an intimate learning space
- Snacks provided for attendee draw
- Deadline to purchase **September 20, 2024**

The [sponsorship prospectus](#) is up to date with current opportunities available, but time is running out. Feel free to reach out to me to chat about your needs and requests for 2023! Contact [Kat Dennis](#) 404-679-5320

Resources (also available on the [Exhibitor Information](#) page)

- [Affiliate Events](#) Application is open!
 - Approvals will be sent approximately 5 business days following an application submission. They will be sent from events@rheumatology.org.
- Shepard Expo Services Exhibitor Kit is available as a downloadable [PDF](#) or [online](#). For assistance with orders, you can also contact Shepard by email at ACRConvergence@shepardes.com and by phone at 404-720-8600.
- The [Exhibitor Housing Application](#) is open. If you have not already submitted a room request form, please do so at your earliest opportunity.

REMINDER: Hotel reservations made through unofficial or unauthorized websites, or third-party providers are not guaranteed by the ACR and may result in additional charges, no rooms even with a confirmation, loss of deposits and pre-payments, and may put your personal or financial information at risk. If you are contacted by any agency other than CMR, please notify the ACR immediately.

For spaces acquired after June 28th, payment in full is due 30 days from the date of invoice. *Exhibitors with an outstanding balance due to ACR or unpaid invoice(s) may be refused entry or asked to vacate the Exhibit Hall.* For assistance with making or tracking payments, please reach out to [Kelli Wondra](#).

Out-of-Home Advertising

If you are interested in any advertising outside of the convention center (neighborhood signage/airport signage, as an example) it MUST be secured through our ONLY official ACR-approved event media vendor, [TriStar](#). Any advertising that is secured through an imposter company (a non-ACR approved vendor) will be subject to ACR penalties. Contact [Hilary Bair](#) with any questions.

Exhibitor Suites and Meeting Rooms

A few suites remain and meeting rooms are still available for purchase. For assistance determining which item best suits your needs please contact [Kelli Wondra](#) or [Kat Dennis](#).

In OTHER News...

The 2025 ACR Winter Rheumatology Symposium [prospectus](#) is here and ready! Let me know if you'd like to secure your spot in Snowmass, CO for January 2025!

Questions? We're here for you! Let us know 😊

Happy Summertime,

Your ACR Strategic Relations Team

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