

# **Exhibitor Newsletter**

March 15, 2024

**Hello!** Welcome to ACR Convergence 2024 planning. Here we have some important information for you if you're interested in joining us this year in Washington DC.

#### **Exhibits**

The exhibit hall is an excellent way to meet and network with rheumatology health care professionals. With Daily unopposed exhibit and poster hall time each day – don't miss this chance to build new relationships with our attendees. The ACR exhibit hall offers you the opportunity to network with leading rheumatologists and rheumatology health professionals from around the world at the premier meeting in the field of rheumatology. This year's main exhibit space will be in Halls A&B of the Walter E. Washington Convention Center.

On March 18, all of our industry pages will go live. Information you need to participate at the 2024 meeting, including Exhibits, Sponsorships and Advertising, as well as Industry Sessions, will be available on the <u>industry engagement pages</u>. To help you prepare for Monday's go live date, we wanted to offer up some reminders and insights about this year's sales.

#### **Prepare**

Pricing, meeting schedule, and general event information can be found in the exhibitor prospectus. Review the rules & regulations for the 2024 meeting. View the floor plan and select up to six spaces options for your booth location preference.

# **Exhibiting**

Step 1 – Application Past exhibitors may use their custom URL or visit the online application and enter their custom booking code.

Update your company and contact information (required fields are indicated by an asterisk).

Step 2 – Booth Space Request:
Use the dropdown to request the space size and use the price option drop down to calculate the price.
(Enter up to 6 location preferences in the comments section.) To purchase multiple spaces, use the "Add Space" button to add another booth, suite, or a room request.

Step 3 – Terms and Conditions – Order Summary
Review the items you added to your application request. New this year: the full exhibit agreement and its terms and conditions will appear as scroll box above the signature field. Once your review is complete, sign the form.

## Step 4 - Deposit

A 50% deposit is due with your application. You will have the choice to pay by credit card or receive an invoice. Please note that booth assignments will not be made without a paid deposit. You may elect to pay by check (the bill me option) or credit card. For credit card payments – if you encounter errors (as sometimes happens with large payment amounts), or if you need to apply multiple cards to multiple orders, please contact Kelli Wondra for assistance.

## Step 5 - Order Completion

The priority point deadline for completing your application is Friday, April 12, 2024, at 4:00 PM ET. After we have received and reviewed applications, we will reach out to you to finalize space assignments. Final booth confirmations will be sent starting April 29. At that time, you will receive a link to the exhibitor dashboard where you will be able to update your exhibitor information, company description and products.

For all previous exhibitors, we will be sending you a separate email with your Map Your Show custom application link that will look like this:

Your custom ACR Convergence 24 is: [BKING-URL]
You may also visit the online application and enter your booking code: [BKINGCODE]

For all new exhibitors, you will select "I don't have a booking code" to create a profile when you visit the online application and request your booth space.

Industry Supported Session information will be updated on the 18<sup>th</sup> with new program details and guidelines for Innovation Theater Sessions and for non-CME Symposia and as well as Symposia with CME. To apply for the initial first round of assignments, applications need to be submitted by the following:

- o Innovation Theater Friday, April 12th, 2024
- o Industry Supported Symposia Friday, May 31st, 2024

## Sponsorship and Advertising

The <u>sponsorship prospectus</u> is live! If you have any questions or would like to secure your activations, contact <u>Kat</u> Dennis.

#### 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, <u>TriStar</u>. Any advertising that is secured through an imposter company (a non-ACR approved vendor) will be subject to ACR penalties. Contact <u>Hilary Bair</u> with any questions.

Let's get ready for DC! Please let us know if you have any questions for us. We hope you have a wonderful day

Your ACR Strategic Relations Team,

Kat Dennis Sr. Specialist, Strategic Relations Sales & Marketing kdennis@rheumatology.org (404) 679-5320

Kelli Wondra Sr. Specialist, Exhibits & Sponsorships Operations kwondra@rheumatology.org (404) 365-1380

Brianna Boyer Specialist, Exhibit & Sponsorship bboyer@rheumatology.org (404) 365-1378