

**ACR Convergence 2025 Exhibitor Application and Agreement**

Thank you for applying to exhibit at ACR Convergence 2025, taking place October 24-29, 2025, with exhibition dates of October 26-28, at McCormick Place in Chicago, IL. This agreement is between the American College of Rheumatology (ACR), a not-for-profit professional association with headquarters at 2200 Lake Blvd. NE, Atlanta, Georgia 30319, and the Exhibitor for whom exhibit space is requested (indicated in line order section of the application). Upon completing this application and signing this document, the following conditions apply:

**Application and Payment**

**Exhibitors who submit applications prior to April 23, 2025**, must complete the online application and submit the 50% deposit at the time of the application in order for the application to be considered complete. Booth assignments will not be made until your deposit is received. **Applications without a paid deposit by the priority points deadline will forfeit their priority point order.** **NOTE: Applications received on or after June 2, 2025 require payment in full along with the online application. Payment can be made via credit card (Visa, American Express, or MasterCard) or ACH. All payments should be made payable to the ACR in U.S. dollars and drawn on a U.S. bank.**

ACH payments can be processed using these details:

Bank of America Merrill Lynch  
 222 Broadway New York, NY 10038  
 ABA/Routing #: 061000052  
 Account #: 334037183126  
 SWIFT Code: BOFAUS3N  
 International SWIFT Code: BOFAUS6S

Checks can also be accepted.  
 Please mail any check payments to:  
 American College of Rheumatology  
 2200 Lake Boulevard NE  
 Atlanta, GA 30319

To insure that your payment is accurately applied, **please include a printed copy of the invoice and make sure that the invoice number(s) appears on the memo line of the check.**

**The balance for the booth space reserved during the priority point process must be received by Friday, June 27, 2025. The ACR reserves the right to cancel or re-sell exhibit space if the balance is not paid in full by Friday, June 27, 2025.**

**Exhibit Pricing**

Exhibit Space	Sq Ft	Rate
10x10 non-profit booth	100	\$1,250.00
10x10 inline booth	100	\$4,800.00
10x10 inline booth	100	\$5,000.00
10x20 inline booth	200	\$9,600.00
10x20 corner booth	200	\$10,000.00
10x30 inline booth	300	\$14,400.00
Island Booth Single Level (\$50 per square foot)	Custom	\$50.00
Island Booth Multi-Level (\$54 per square foot)	Custom	\$54.00
Meeting Rooms and Suites	Sq Ft	Rate
10x10 Suite	100	\$7,800.00
10x20 Suite	200	\$12,600.00
20x20 Suite	400	\$22,100.00
Exhibitor Convention Center Room Rentals	Rental Period	Rate
Room Rental	1 Day	\$20,000.00
Room Rental	Event Duration	\$35,000.00

**Cancellations/Space Reductions**

**Cancellations and space reduction requests must be submitted in writing to Kelli Wondra, Senior Specialist, Strategic Relations Operations, at [kwondra@rheumatology.org](mailto:kwondra@rheumatology.org) by Friday, June 27.** Booth space reduction requests may be granted at the ACR’s sole discretion. Refunds (if applicable) for amounts paid by an Exhibitor are determined using the following schedule:

- Cancellations and reductions made between Friday, May 16 and Friday, May 30, will incur a 50% penalty fee, and a \$275 processing fee per 10’ x 10’ booth will be applied.
- Cancellations made on or after Saturday, May 31, are not eligible for a refund and the cancellation fee for orders during this time is 100%; additionally, a \$275 processing fee per 10’ x 10’ booth cancelled will also be applied.

<b>Booth Size*</b>	<b>Cancellation Fee</b>
10' x 10'	\$275
10' x 20'	\$550
10' x 30'	\$825
20' x 20'	\$1,100
20' x 30'	\$1,650
20' x 40'	\$2,200
30' x 30'	\$2,475
30' x 40'	\$3,300
40' x 40'	\$4,400
40' x 50'	\$5,500
50' x 50'	\$6,875

\*For dimensions not listed above, reach out to [Kelli Wondra](#) for confirmation of the cancellation fee.

Failure to notify ACR of intent to cancel may result in Exhibitor being denied participation at future ACR meetings. **Space not claimed and occupied prior to 5:00 PM Central, Saturday, October 25, for which no special arrangements have been made with the ACR, may be resold or reassigned by ACR without obligation on the part of ACR for any refund whatsoever.**

### **Americans with Disabilities Act**

Each exhibitor shall be responsible for compliance with the “Americans with Disabilities Act” with regard to their booth space, including but not limited to, wheelchair access provisions. Exhibitors shall indemnify, hold harmless, and defend the ACR, the ARP, the Rheumatology Research Foundation and Shepard Exposition Services, Inc, their officers, directors, agents, members, and employees from and against any claims, liabilities, losses, damages, and expenses, including attorney’s fees and expenses, resulting from, or arising out of the exhibitors’ failure or allegations of exhibitors’ failure to comply with the provisions of Americans with Disabilities Act.

### **Cancellation of The Event or Exposition and Force Majeure**

ACR reserves the right to cancel the Meeting at any time. In the event the Meeting is entirely or partially canceled or postponed other than due to a Force Majeure event, the Exhibitor’s sole and exclusive remedy with respect to any damages sustained by Exhibitor as a result of such non-occurrence or postponement shall be a refund from ACR of all deposits (or payment in full) made by Exhibitor at the time of such cancellation or postponement. Exhibitor acknowledges and agrees that ACR’s performance under the contract is subject to and shall be excused due to one or more Force Majeure events (as defined herein) directly or indirectly impacting ACR or the Meeting. A Force Majeure is defined as a circumstance or occurrence beyond ACR’s control which makes it inadvisable, illegal, commercially impracticable or impossible for the Meeting to take place as planned, including, without limitation: (i) acts of God, (ii) disasters (including, but not limited to, fire, flood, severe weather, avalanche, tsunami and earthquake), (iii) war, (iv) civil disorder, (v) suspected or actual terrorism in or near the borders of the continental United States, (vi) government regulation (including, but not limited to, declared states of emergency), (vii) national or international public health authorities’ (including, without limitation, the Centers for Disease Control or the World Health Organization) declaration of public health emergencies, communicable disease, epidemic or pandemic advisories or alerts, (viii) strikes or work stoppages, (ix) curtailment of transportation services (including, without limitation, travel bans and advisories), (x) public or private policies which restrict or prohibit participants of the Meeting from traveling to or attending the Meeting. ACR shall promptly provide notice (which may be sent via e-mail) of a cancellation due to the existence of one or more Force Majeure events, and Exhibitor agrees that ACR shall have no liability whatsoever to Exhibitor as a result of such cancellation or ACR’s partial or nonperformance due to such Force Majeure event.

### **Insurance**

**Exhibitors should insure their exhibit materials, goods and wares against theft, damage by fire, accident or loss of any kind and must do so at their own expense.** The exhibitor is solely responsible for any damages, claims, losses, or expenses arising from any injury to any person or property that arises out of or is in any manner connected with the exhibitor’s participation in ACR Convergence, including its indemnity obligations herein.

For the term of the agreement, Exhibitor shall maintain comprehensive general liability insurance against claims for bodily injury or death and property loss or damage occurring in or upon or resulting from the premises leased by the ACR. **Such insurance 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, (ACR), Shepard Expo Services, and McCormick Place shall be added as additional insureds to such insurance. The dates of the policy should be set to cover exhibitor move-in, the exhibition, and exhibitor move-out dates, \*October 21-October 29, 2025.** Exhibitor shall confirm to the ACR such insurance cannot be cancelled or changed prior to the Conference. Exhibitor agrees to provide the ACR a suitable certificate verifying that the required insurance is and will remain in force for the duration of the Exhibition. The ACR will bear no liability for personal injuries, whether suffered by an exhibitor, its employees, its contractors, agents, or business invitees. The ACR will also assume no liability for loss or damage to the property of an exhibitor, its employees, its contractors, agents, or business invitees, regardless of the cause, unless such injury or damage results from, or is caused directly or exclusively by, the gross negligence or wrongful acts of the ACR. **\*September 26, 2025, is the deadline for all companies to provide their Certificate of Insurance to [ExhibitorInsurance.com](#), the official insurance partner of Shepard Exposition Services.** If your company has an existing relationship with an insurance provider, you may contract with them, but you must still provide a certificate of insurance to the ExhibitorInsurance.com portal. Instructions for

uploading your COI will be available after the launch of the exhibitor service manual. Any questions about this process can be directed to [Kelli Wondra](#), Sr. Specialist, Strategic Relations Operations.

If your company works with an exhibitor-appointed contractor, that contractor must also provide a certificate of insurance. The certificate of insurance for exhibitor-appointed contractors should be submitted to [ExhibitorInsurance.com](#). The completed Exhibitor-Appointed Contractor form is sent by \*September 26, 2025 to [customerservice@shepardes.com](mailto:customerservice@shepardes.com).

#### Reminder:

- Insurance certificates for the company renting the booth space, and any EAC COI's should be uploaded to the [ExhibitorInsurance.com](#) portal.
- EAC forms should be sent directly to **Shepard Expo Services** ([customerservice@shepardes.com](mailto:customerservice@shepardes.com)).

*\*All dates are pending final production schedule, and may be subject to change.*

#### Liability and Indemnification

The exhibitor will be fully responsible for any claims, liabilities, losses, damages, or expenses, including attorney's fees, relating to, or arising out of any loss of, injury to, or damage to any person or property of the exhibitor or any other person or property where such injury, loss or damage is incident to, arises out of or is in any way connected with the exhibitor's participation in the Exhibit Program. The exhibitor shall protect, indemnify, hold harmless, and defend the ACR, its officers, directors, agents, volunteers vendors, employees and McCormick Place, and its Members, Officers, Directors, Agents and Employees from and against any and all such claims, liabilities, losses, damages, and expenses, including attorneys' fees, provided that the foregoing shall not apply to injury, loss, or damage caused by or resulting from the gross negligence or willful misconduct of the ACR, its officers, directors, agents, volunteers, vendors or employees.

#### Penalties – Exhibits, †Industry-Sponsored Events, and Affiliate Events

A warning will be issued to the exhibiting company, outlining the actions that are in violation of the policies and regulations:

- The first penalty assessed by the ACR will result in the company not being allocated the priority points for participation in the current year.
- The second penalty assessed by the ACR will result in the company losing one-half of its accrued priority participation points.
- The third penalty assessed by the ACR will result in the company losing all of its accrued priority participation points.
- The fourth penalty assessed by the ACR will result in the company not being eligible to exhibit at future ACR meetings and exhibitions.

The ACR decision is final in all interpretations of the conditions set forth in this prospectus and of all applicable rules and regulations. The ACR reserves the right, in its sole discretion, to curtail and/or close at any time any exhibit that it deems undesirable, in poor taste or offensive to attendees or other exhibitors. Any objectionable practices by exhibitors or official suppliers should be reported to the Senior Specialist, Strategic Relations Operations, immediately.

*† Industry-Supported events include Symposia, Innovation Theater Sessions, Lightning Talks, or other content-specific engagements administered by the Strategic Relations team.*

#### Exhibit Agreement

The ACR does not sign external contracts or letters of agreements for booth space, sponsorships, symposia, innovation theater sessions, or other industry engagements. The ACR is not able to amend the component elements of its agreement or terms and conditions.

#### ACR Convergence 2025 Rules and Regulations

The full [rules and regulations](#) are hosted on the [ACR Convergence Exhibitor Information Site](#). The exhibitor agrees to abide by these rules as well as the [ACR's Education Meeting Code of Conduct](#).

#### ACR Exhibitor Terms and Conditions:

We, the undersigned, hereby make application for exhibit space at ACR Convergence 2025 McCormick Place and authorize the ACR to reserve space on our behalf. **A signature on this application indicates our understanding and agreement to comply with all policies, rules, regulations, terms and conditions in the prospectus, the supplement of affiliate events, and any other policies issued by the ACR regarding the annual meeting. Furthermore, signature on this agreement indicates the exhibiting company's willingness to abide by the payment policy, and is an acknowledgment of having read the policies and the rules and regulations, and agrees that the 2025 ACR policies, rules and regulations are an integral and binding part of this agreement. For Exhibitors who submit applications prior to April 23, 2025, a 50% deposit of the total amount due, in U.S. funds drawn on a U.S. institution made payable to the American College of Rheumatology. The ACR Federal Tax Identification number is 58-1627547. The balance for all orders placed during the priority reservation period must be received by Friday, June 27, 2025. Exhibitors who apply to exhibit on or after June 2, 2025 must make payment in full at the time of application.**