# CCR WEST EXHIBITOR WELCOME KIT

LAST UPDATED: AUGUST 6, 2026

Thank you for sponsoring CCR West 2026! We are happy to host you in Huntington Beach, CA!

To download a copy of the CCR West 2026 Exhibitor Prospectus, **please click here**.

**Click here for our Portal Guide**

## TABLE OF CONTENTS


- **CCR West Exhibitor Welcome Kit**
- Sponsorship Portal
- Exhibitor Portal
- Registration Desk Hours
- Registration Packet Inserts
  - General Guidelines
  - Approval Instructions
  - Onsite Packet Inserts
  - Digital Packet Inserts
- Booth Logistics

- Lead Retrieval
- Exhibitor Registrations
- Product Theater Logistics
- Gamification
  - Onsite Gamification
  - Virtual Gamification
- Deliverable Specs and Deadlines
- Drayage and Shipping Information


# SPONSORSHIP PORTAL

Welcome to your CCR Sponsorship Portal!  This portal contains important information and details related to your overall sponsorship(s) at CCR West.  You can share your portal link with anyone on your team. Below is a quick overview of what's here.

## SPONSOR INFORMATION

The Sponsor Name and contact information shown here is who we have as the primary contact for all things related to your sponsorship and the company name as it will be shown in our portals.

## ADDITIONAL PORTAL LINKS

Below the sponsor information is a set of buttons that are links to additional sites specific to YOUR sponsorship. These buttons are:

- **EA Exhibitor Portal** – This button will take you to YOUR **Exhibitor Portal**. Additional notes about the exhibitor portal are **below**
- **Manage Registrations** – This button will take you to a group registration page where you can manage your Booth Staff and Full Pass Registrations
- **Upload File Assets** – This button will take you to a remote file storage folder where you can upload any assets we need – such as mobile banner ads, digital signage videos, etc.
- **Additional Options** – This link will take you to our online exhibitor prospectus. Scroll down to Additional Marketing Opportunities to see options such as onsite wall clings, push notifications, etc.

## WELCOME KIT

This tab provides access to our welcome kit, which has documentation available and answers frequently asked questions. We encourage you to read through all parts that relate to your sponsorship.

### DETAILS

This tab provides specific information about your sponsorship(s) – including dates and times for product theaters, ad boards, or meeting rooms you have booked.

### DELIVERABLES

This tab provides a list of actual deliverables that are part of your sponsorship(s). Included in that list are the quantity, which sponsorship they relate to, notes about how they are delivered or specs needed to create assets, and whether or not that deliverable has been completed or not. If it has not yet been delivered, please upload the files needed (e.g., final logos) or send necessary information to exhibitors@ccrheumatology.com.

## EXHIBITOR PORTAL

The CCR Exhibitor Portal contains important information and details related to your onsite exhibit booth and virtual exhibit booth listing.

### EXHIBITION DETAILS

Shows your exhibitor booth information, including your booth number once it has been assigned, and allows you to upload your logo, set your company profile description, and upload documents for viewing on the virtual portal. The information provided here is what is shown in our mobile and virtual apps.

### UPDATE CONTACT DETAILS

This tab allows you to edit the primary contact details and company name shows for your exhibitor booth.

### LEADS

Allows for viewing captured leads and setting up default lead retrieval questions that will be asked when your staff scans attendees.

For exhibitor or sponsorship questions, please email **exhibitors@ccrheumatology.com**.

For any technical support related questions, please email **support@ccrheumatology.com**.

# REGISTRATION DESK HOURS

| EXHIBITOR REGISTRATION DESK HOURS | | | |
|---|---|---|---|
| WEDNESDAY | 09/16/2026 | 7:00 AM | 7:00 PM |
| THURSDAY | 09/17/2026 | 6:00 AM | 6:30 PM |
| FRIDAY | 09/18/2026 | 6:00 AM | 6:00 PM |
| SATURDAY | 09/19/2026 | 6:00 AM | 4:00 PM |
| **ATTENDEE REGISTRATION DESK HOURS** | | | |
| TUESDAY | 09/15/2026 | 4:00 PM | 7:00 PM |
| WEDNESDAY | 09/16/2026 | 7:00 AM | 6:30 PM |
| THURSDAY | 09/17/2026 | 6:00 AM | 6:00 PM |
| FRIDAY | 09/18/2026 | 6:00 AM | 6:00 PM |
| SATURDAY | 09/19/2026 | 6:00 AM | 4:00 PM |
| SUNDAY | 09/20/2026 | 6:00 AM | 12:00 PM |

# REGISTRATION PACKET INSERTS

## GENERAL GUIDELINES

An opportunity exists for companies to have company-specific information viewed by every registrant by having inserts included with the materials all registrants receive when they check in at the registration desk. The inserts may be about a specific product, service, booth location or company function, and represent an excellent opportunity to enhance your visibility.

The number of registration packet inserts included for each exhibitor is determined by the Sponsorship Level and/or the purchase of a Product Theater. An exhibiting company also has the option to purchase a registration packet insert if it is not included with your sponsorship level. Email **exhibitors@ccrheumatology.com** to purchase an add-on registration packet insert. The cost of each insert is based on the actual number of pages that compose the insert, and is not dependent on whether it is printed on the front, back, or both sides.

- Premier
  - 3 onsite packet inserts
  - 3 digital packet inserts
- Diamond
  - 1 onsite packet insert
  - 1 digital packet insert
- For Each Product Theater
  - 1 onsite packet insert
  - 1 digital packet insert

Packet inserts should follow these guidelines:

- A one-page insert is only one single page
- If the insert is longer than one page, then there will be an additional charge of $500 for each additional page.
- The insert should be composed of paper (≥100 micron/80 gsm in thickness). Thinner or easily torn pages (e.g., product information packet inserts) are not acceptable and will not be put in the registrant packets
- The insert may be printed on the front, back or on both sides.
- It may be of any shape or size, up to 8.5 x 11 inches
- Product Theater titles must use only generic names (no brand or trade names are permitted).
- An unbranded Product Theater title must be submitted to CCR no later than August 14, 2026. ANY TITLES NOT RECEIVED BY THE DUE DATE ARE NOT GUARANTEED TO BE CORRECT, AND MAY NOT BE INCLUDED IN SYLLABUS.
- All inserts must contain the following disclaimer sentence: “The Non-CME Corporate Forum content and the views expressed therein do not necessarily reflect the views, policies or position of the Congress of Clinical Rheumatology.”

- The insert must be pre-approved by CCR. **See the approval instructions below.**
- **Any inserts must be shipped to Pyramid prior to September 11, 2026.**
- Digital inserts must be uploaded as PDF files to your Sponsor Fulfillment site prior to **September 11, 2026**
- Please include a tracking number so that misplaced packages can be located (if applicable) and send tracking information to **exhibitors@ccrheumatology.com**

# APPROVAL INSTRUCTIONS

All packet inserts must be pre-approved in order to be included. Please upload your proof using the **Fulfillment menu in the Sponsor Portal** for each packet insert you have by **August 15, 2026**. Acceptance or rejection will be shown in the portal once reviewed. If you do not receive a response, it is your responsibility to followup to confirm acceptance.

# ONSITE PACKET INSERTS

It is your responsibility to have the packet insert arrive on time. If your packet insert is not pre-approved, does not contain the disclaimer line, or does not arrive at Pyramid by the arrival deadline (**September 11, 2026**), IT WILL NOT BE INCLUDED IN THE REGISTRATION PACKETS. Any payments made will not be returned.

Approved inserts should be shipped to the drayage company as noted below

# DIGITAL PACKET INSERTS

Approved digital packet inserts must be submitted through your sponsorship portal prior to **September 11, 2026** to be included in the download for attendees. The inserts will be made available for download on our mobile app, virtual platform, and our **live.ccrheumatology.com** website.

# BOOTH LOGISTICS

## BOOTH PACKAGE SPONSORSHIP

Please refer to your CCR West 2026 Exhibitor Prospectus for all items that are included with your sponsorship level. This information is also available in your Exhibitor Portal. The prospectus also contains a description of any items that are available for purchase as an add-on item to your sponsorship package.

## ONSITE BOOTH

### NYRIF / RHEUM-DERM SPONSORSHIP

**EXHIBIT SET UP – NYRIF**

Tuesday, September 15, 2026

3:30 PM – 8:00 PM

**EXHIBIT DISMANTLE – NYRIF**

Wednesday, September 16, 2026

3:30 PM

**EXHIBIT HOURS**

Wednesday 6:30 am – 3:10 pm

### CCR SPONSORSHIP

**EXHIBIT SET UP**

Wednesday, September 16, 2026

12:30 PM – 8:00 PM

**EXHIBIT DISMANTLE**

Saturday, September 19, 2026

2:00 PM – 4:00 PM

Booths May Not Be Dismantled Prior to 2:00 PM

**EXHIBIT HOURS**

Please have someone at your booth during the times below.

Thursday and Friday 6:30 AM – 5:00 PM

Saturday  6:30 AM – 2:00 PM

Food will be available for attendees. Check the main schedule for the times for breakfast, breaks, and lunch.

## BOOTH & MATERIALS SHIPPING

**All shipments must be sent to CCR's drayage company (Pyramid Logistics). Please see the last page of this document or the Drayage tab in your sponsor portal for detailed instructions.**

- The exhibitor must be present to receive and sign for all deliveries.
- All materials will be delivered directly to the exhibit hall on the conference exhibit set-up date and cannot be left in the loading dock or service hall areas.
- In case of missing shipments, please be prepared to provide tracking numbers.
- The Hyatt Regency Huntington Beach is not responsible for any materials left in function rooms. All items must be cleared from the meeting space at the conclusion of the event.
- No carpeting is permitted in onsite booth(s).

## BOOTH AV NEEDS

TV's, iPads, and other booth related AV are not not included in your conference's exhibitor fees and may be obtained through the contact below. Please contact ahead of time to ensure that these will be set up.

Nancy Cappiello
Digital Motion Event Services
sales@digitalmotionevents.com

## HOTEL ELECTRICAL, INTERNET, AND TELEPHONE CONTACT

Electrical service is not included in your conference's exhibitor fees and may be obtained through the hotel contact below. Please contact ahead of time to ensure that these will be set up.

Kellie Lopiccola
Sr. Sales Manager
Sales 2-Star Certified
**kellie.lopiccola@encoreglobal.com**
O +1-248-506-7699

## HOTEL FOOD & BEVERAGE CONTACT

The Hyatt Regency Huntington Beach policy strictly prohibits alcoholic beverages from being brought onto the property from outside sources for any conference, event or function.

- The Hyatt Regency Huntington Beach enforces this policy for all functions on property, including exhibit halls and hospitality suites, as well as beach tents and poolside cabanas.
- Any food and beverage needs are to be fulfilled only through The Hyatt Regency Huntington Beach banquet services.

For Product Theater or Ad Board Food & Beverage needs, contact

Kathleen Nguyen
+1-714-845-4645
Kathleen.Nguyen@hyatt.com

## ONSITE BOOTH SELECTION / BOOTH ASSIGNMENTS

Onsite booths are assigned starting with Premier sponsors, then Diamond sponsors, who are allowed to participate in choosing their booths.  All exhibitors will be notified either by email or via their portal about their booth assignments prior to the event. Booth assignments will be posted onsite.

**AV FOR ONSITE BOOTHS**

All Product Theater AV orders should be placed through Digital Motion Event Services, CCR's exclusive provider for product theater AV. See the Product Theater AV Order Form for details (the blue button under Sponsorships in your portal).

Nancy Cappiello
Digital Motion Event Services
sales@digitalmotionevents.com

### CONFERENCE ATTENDEE LIST

Premier, Diamond, Platinum, and Gold sponsorship levels, as well as Product Theater and Advisory Board sponsors, will receive a complimentary conference attendee list as a part of their sponsorship package. This list will be emailed weekly to your company representative. No conference attendee lists will be distributed to any company below Gold Sponsorship unless that company has purchased the option to have a product theater or an Advisory Board. Attendee lists are GDPR and CCPA compliant and will only contain attendee information when permission has been given by the attendee.

### BOOTH PACKAGE SPONSORSHIP

Please refer to your **CCR West 2026 Exhibitor Prospectus** for all items that are included with your sponsorship level. This information is also available in your Exhibitor Portal. The prospectus also contains a description of any items that are available for purchase as an add-on item to your sponsorship package.

# LEAD RETRIEVAL

Onsite Lead Retrieval (LR) will be available via the CCR mobile app. Once the app is available, LR users will download the app to their phones or tablets (any Android or iOS device). This device can be a personal or company device. Exhibitors will scan visitor badges via the mobile app.

CCR will send an announcement to the main point of contact (Primary Contact) for your organization with a link to the mobile app once it is ready for download.

The Primary Contact will manage LR users via the Exhibitor Portal. Users added as Booth Staff will have access to scan attendees using the mobile app.

Lead Retrieval is sold on a per-exhibitor basis, with a restriction to the number of users specified, and will need to be enabled for additional users if they were not included in the initial purchase.

All companies have the option to purchase lead retrieval users for onsite booth staff. To purchase onsite lead retrieval users, email exhibitors@ccrheumatology.com.

**VIRTUAL LEAD RETRIEVAL**

Virtual leads are captured via the virtual booth in the virtual exhibit hall via the "Request More Information" button on their virtual exhibitor booth. This button will allow the capture of attendee information that will be available to your company.

All leads captured virtually or by scanning onsite will be available in your Exhibitor Portal. Scanned leads may take a few minutes to show up in the portal based on scan devices internet connection. These will remain available for 60 days after the event. You can add notes/additional questions to your lead capture via the Lead Scan Setup in your companies exhibitor portal. If you have any questions regarding lead reporting, please email support@ccrheumatology.com.

# EXHIBITOR REGISTRATIONS

**LODGING INFORMATION**

All onsite booth staff (anyone who will working the exhibitors booth) must be registered via the Sponsorship Portal to receive an exhibitor badge. Anyone without a badge will be requested to leave the event area.

After booth staff register, they will receive a confirmation email. This email will contain a link for hotel reservations for CCR. There are additional housing options listed on the CCR website. Each company will have access to a limited number of discounted room block rooms.

To book a room you may **click here**

If requiring 10+ rooms, please contact:

Kathleen Nguyen

+1-714-845-4645
Kathleen.Nguyen@hyatt.com

**REGISTRATION & NAME BADGES**

To register for the scientific sessions (full conference registration), click the "Manage Registrations" button on the Sponsorship Portal to go to your specific Group Registration

Portal. **Click Here for the Registration Portal Instructions**.

If applicable, use your company's discount code (visible in the Sponsorship Details Table) for complimentary registration for the scientific sessions. The number of complimentary registrations is based on the sponsorship level. If you have any questions about your company's discount code, please email exhibitors@ccrheumatology.com

For exhibitor booth staff (no scientific sessions) registration, follow the steps above, but choose "Booth Staff" as the registration type. These registrations are free. Name badges will be available for pick up at the onsite CCR registration desk.

Exhibitors are not permitted to wear company badges on site. Exhibitors must wear the CCR-specific name badge.

At this time, we do not have a limit on the number of exhibitor booth staff badges that a company can receive.

Please list your name and credentials, if applicable, as you want them to be shown on the name badges in the field labeled "Display Name". This registration will be used to print badges and will allow access only to the Exhibit Hall. Booth staff badges do NOT permit access to the main scientific session or poster rounding rooms.

# PRODUCT THEATER LOGISTICS

## IMPORTANT PRODUCT THEATER DEADLINES

- Product Theater Registration Packet Insert Approval
  Due: August 14, 2026
  Submit to: **exhibitors@ccrheumatology.com**
- Send in Product Theater Speaker and Title
  Due: August 14, 2026
  Submit to: **exhibitors@ccrheumatology.com**
- Order AV for Product Theater from Digital Motion Event Services
  Due: August 29, 2026
  Order Product Theater AV by clicking on the blue button under the Platform Sponsorship Information in your sponsorship portal or by **Clicking Here**
- Upload your Product Theater Presentation here by **clicking here**

## PRODUCT THEATER FOOD & BEVERAGE

Food and beverages for all product theaters at CCR West are coordinated by the CCR Team with the hotel directly. Special requests should be emailed to exhibitors@ccrheumatology.com.

## AUDIO-VISUAL NEEDS FOR PRODUCT THEATERS

Digital Motion Event Services is the exclusive provider of audio-visual services for CCR. All product theater and ad board orders should be placed through Digital Motion. Please see the AV Supply, Price, and Order List which can be viewed by clicking on the blue button under the Sponsorships tab. Digital Motion will invoice separately for all audio-visual items.

**Order product theater AV needs by August 29, 2026.**

## PRODUCT THEATER SPEAKER & TITLE

For your Product Theater to be advertised in CCR's Product Theater email blast, and to be listed on the Agenda in the Registration Packet, submit your Product Theater speaker and title to Dr. Pam McLain at pmclain@ccrheumatology.com and exhibitors@ccrheumatology.com by August 14, 2026. CCR will send an email blast prior to the conference announcing all available product theaters.

## PRODUCT THEATER PUSH NOTIFICATIONS

Each product theater will get one push notification prior to the start of the product theater. Push notifications are uniform for all sponsorships and will include the title, speaker, time, and location of the Product Theater.

### PACKAGE SPONSORSHIP

Please refer to your CCR East 2026 Exhibitor Prospectus for all items that are included with your sponsorship. The prospectus also contains a description of any items that are available for purchase as an add-on item. If you have any questions about your sponsorship package, email **exhibitors@ccrheumatology.com**

# GAMIFICATION

Gamification is intended for onsite and virtual CCR attendees. Exhibitors and Exhibitor Staff are not allowed to participate in gamification and are not eligible to receive gamification prizes. The information below is for informational purposes only so that exhibit staff will understand how attendees will be playing gamification.

## ONSITE GAMIFICATION

### EXHIBITOR BINGO (ONSITE ONLY)

**Here's how it works:**

- Attendees receive three bingo cards—one for each day: Thursday, Friday, and Saturday. Each card is a different color and labeled with the day.
- Attendees visit the Exhibit Booths listed on the cards in the CCR Exhibitor Hall to collect stamps. Attendees will need to get stamps from the listed exhibitors each day to be eligible for a chance to win exciting prizes!
- Be sure to only give stamps for the correct day—each card is valid for that specific day.
- Completed cards will dropped into collection boxes near registration and entered into the *prize drawing** the next morning.

**Attendees must be present to win.*

## VIRTUAL GAMIFICATION

### MOBILE APP (ONSITE AND VIRTUAL VIA CCR MOBILE APP)

Attendees can level up their conference experience with our exciting CCR Mobile App Gamification! We've designed a series of activities and goals to keep attendees engaged—whether attending virtually or onsite.
For every 20,000 points attendees collect they can claim prizes!

**How to Play:**

1. Attendees will use the CCR Mobile App.
2. Attendees earn points by completing goals listed under the “Win Points” icon in the app!

**Earning Points is Simple:**

Attendees participate in the following CCR activities, scan the QR codes and rack up their score!

- Attend and scan the QR code for onsite or virtual Product Theaters
- Visit Exhibitor Virtual Exhibitor Booths and scan the QR codes that Digital Motion uploads into them.
- Attend all general sessions – some will have surprise QR codes to earn points

*Note – Attendees do not earn virtual points for visiting an onsite booth. The onsite exhibitor booth points only come from the onsite Bingo card.*

**IMPORTANT DISCLAIMER:**

No pharmaceutical unrestricted educational grant funds, corporate sponsorship funds, exhibitor fees, or any other funds provided by any pharmaceutical company were used to acquire or purchase prizes.

The prize drawing is conducted by A&R Educational Group, LLC, which is solely responsible for its administration. The drawing benefits A&R Educational Group, LLC by increasing traffic to the exhibits. All prizes are awarded at the discretion and control of A&R Educational Group, LLC.

# DELIVERABLE SPECS AND DEADLINES

### ATTENDEE REGISTRATION LIST

[Applies to Gold, Platinum, Diamond, Premier]

If your sponsorship level is Gold or above the attendee registration list URL will be emailed to you every Friday morning. Additional email addresses may be added to your exhibitor record to receive it, please email **exhibitors@ccrheumatology.com** to have them added or changed.

## BOOTH LOCATION CONSULTATION

[Applies to Diamond, Premier]

An email will be sent to the email address listed in your sponsorship portal when booth selection starts for your sponsorship level. If you have location consultation you may reach out to our exhibitor team for additional information and guidance during selection.

## LANYARDS AND USB DRIVES

[Additional purchased opportunity]
**Deliverables Due: August 7, 2026**

For lanyards, you are allowed 1 logo that will be used on the lanyard fabric. This logo will be repeated after the CCR logo and should be a horizontal or wide logo. The lanyard fabric will be blue in color. Proof images will be provided for approval. Please reach out to **emclain@ccrheumatology.com** with any questions or to send in your logo. An example is below:

For USB drives, you are allowed 1 logo that will be applied on one side of the USB drive, the other side will have the CCR logo. The USB drive will include all of the CCR syllabi in PDF format and the sponsor is allowed to add additional PDF, image, or video files up to the size of the USB drive being used. Please reach out to **emclain@ccrheumatology.com** with any questions or to send in your logo.

## LOGO USED IN POSTERS, MAILINGS, ETC.

[Applies to all exhibitors]
**Deliverables Due: Immediately**

Mailings, emails, and other physical or virtual deliverables are produced by CCR's graphics team when required. To ensure we use the correct logo for your brand, please email a high resolution PNG file or SVG version of your logo to **exhibitors@ccrheumatology.com**. Additionally, be sure to upload your logo as noted in your sponsorship portal instructions so it will show properly on our website, in the virtual portal, and mobile app.

## MOBILE BANNER ADS

[Applies to Platinum, Diamond, Premier and Additional Purchased Opportunity]
**Deliverables Due: September 1, 2026**

Mobile banner ads are image files [PNG or JPEG] that fit the below size specifications. No other media type may be used. Banner ads may additionally be linked to an outside https destination.

Dimensions: 1440px wide X 400px high

Please check your sponsorship portal for the number of banner ads you have available and for each upload them using your **sponsorship fulfillment page**

## ONSITE DIGITAL SIGNAGE

[Applies to Diamond, Premier, and Additional Purchased Opportunity]
**Deliverables Due: September 1, 2026**

CCR deploys 10 digital signage TVs around the venue space and will run your ads on them throughout each day. Each ad plays for no more than 30s. Our system can display images and videos and we run the displays in portrait orientation so the ads can be up to 1080px wide X 1920px high. Ads of a smaller size may be be scaled to fit available space.

Please check your sponsorship portal for the number of ads you have available and for each upload them to your **sponsorship fulfillment portal**

## ONSITE REGISTRATION PACKET INSERTS

[Applies to Diamond, Premier, and Additional Purchased Opportunity]

Please see the Welcome Kit section on Registration Packet Inserts

## PUSH NOTIFICATIONS

[Applies to Diamond, Premier, and Additional Purchased Opportunity]
**Deliverables Due: September 1, 2026**

Push notifications are mobile app messages that are scheduled to be delivered to the CCR attendees during our event. If part of your sponsorship, you can provide us with a short subject line and message body along with the date and time the messages should be scheduled for delivery.

Please check your **sponsorship portal fulfillment page** to submit your push notifications along with date and time they should be sent.

### ROOM KEYS

[Additional purchased opportunity]

The CCR team will reach out to coordinate communication and assets.

### SAVE THE DATE PHYSICAL MAILING

[Applies to Premier and Additional purchased opportunity]

All mailing designs and sends are coordinated by the CCR Marketing team. Please be sure the logo you would like for us to use is uploaded as noted above under "Logo Used in …"

### WALL CLINGS, ELEVATOR WRAPS, ETC.

[Additional purchased opportunity]

The CCR team will reach out to coordinate communication and assets.

### WIFI LANDING / LIVE PAGE

[Additional purchased opportunity]
**Deliverables Due: September 1, 2026**

CCR is able to customize our "Live" page by adding logos and links as needed. To view our current page have a look at **https://live.ccrheumatology.com**. Please reach out to **emclain@ccrheumatology.com** if purchased to start the customization process.

# DRAYAGE AND SHIPPING INFORMATION

**All shipments must be sent to CCR's drayage company (Pyramid Logistics). Please see the documents for detailed instructions.**

Pyramid Material Handling Form (Google Drive)

Pyramid CC Authorization Form (Google Drive)

Pyramid Material Handling Form (Alternate)

Pyramid CC Authorization Form (Alternate)