



ICSC 4 RRM

20th International Clinical & Scientific Congress for Restorative Reproductive Medicine

GUIDELINES FOR EXHIBITORS

20th International Clinical & Scientific Congress for RRM & the Femtech & Fertility Restoration Exposition (FFRExpo)

FIRE REGULATIONS: All exhibits must meet the requirements of the local fire department and those of the University, including the requirements that all materials be fire-resistant and compliant with all other codes. Exhibits may not extend beyond the spaces designated to ensure there is no obstruction of exits or entrances into the building.

INSTALLATION/MAINTENANCE & LABOR: Exhibits may be installed no earlier than the agreed-upon times listed below depending on exhibition type and location. Please refer to the last reference page in this file for times.

*UBC will not provide labor for unloading, moving, or loading displays or exhibits. Two dollies will also be available on-site. The IIRRM expo manager or associates will be available to assist you with location and logistics.

*Before your arrival, the Organizing Committee will assign tables and direct you on arrival where to set up.

*If you mail any part of your exhibit to the committee host, it must be identified with your contact information (at minimum a name/organization and cell number should be provided). The materials will be delivered to your exhibit area.

DISMANTLING: All exhibits must be completely removed from the exhibit area no later than 7:00 pm Saturday, August 10 2024 as required by our site host, the University of British Columbia.

USE LIMITS: Transfer of the right-of-use for booth/space is not permitted without the expressed permission of the conference committee. If you plan to share or transfer your booth space please email the conference committee at: hello@rrmcongress.com. Please note that it is the responsibility of both the registered exhibitor & IIRRM to ascertain and comply with all requirements of the facility.

EXHIBITOR RESPONSIBILITY: Exhibitors hereby agree to protect, indemnify, defend, and hold harmless both the International Institute for Restorative Reproductive Medicine, the organizations' employees and agents, including volunteers, against all claims, losses, injuries and damages to persons or property, governmental charges or fines, and legal costs arising out of or caused by Exhibitors' installation(s), removal, maintenance, occupancy or use of the exhibition premises or any part thereof.

HOLD HARMLESS CLAUSE: IIRRM shall not be liable to the Exhibitor, its agents, employees, contractors, patrons, volunteers, guests, licensees, nor to any other person whomever, for any injury or damage to person or property caused by or arising out of any act, omission or neglect of an Exhibitor, its agents, contractors, employees, patrons, guests, licensees, or any persons entering the facility under-expressed or implied invitation by the Exhibitor or for any other damages arising out of use of the licensed booth/space of the university/facility in which the booth/space is located.

The Exhibitor assumes the entire responsibility and liability for any and all losses, damages, and claims deriving from the injury or damage to the Exhibitor's display area, equipment, and other property brought upon the premises and shall indemnify and hold harmless IIRRM and its agents, servants and employees from any such losses, damages or claims. The Exhibitor acknowledges that IIRRM does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and damage insurance, and to comply with any and all other requirements of the facility to cover such losses by the Exhibitor. The Exhibitor will be liable for any and all damage caused to floors, walls, outlets, tables, or standard booth equipment and/or any and all other university properties as required and requested.

UNACCEPTABLE ASSEMBLY: No signs or other articles are to be fastened to walls, fixtures, or electrical equipment outside of your exhibit area. Use of thumbtacks, screws, bolts, or any tools or materials that will mark the floor or walls is prohibited. Extension cords must be taped down if they extend beyond exhibitor space. Other restrictions may be imposed by the university and the Exhibitor is responsible for dealing directly with the university representative to a successful conclusion. You may ask the exhibit lead from IIRRM for support or clarification on requests.

CHARACTER AND CONTENT: All displays and promotional literature must be in good taste, presented in a professional manner, and keep with the mission and values of IIRRM. Please also keep in mind, that sponsor exhibit space has been booked in the foyer outside the conference room, which is a public space that is also utilized by UBC students and university staff, as well as international summer programs at UBC that are running in conjunction with the IIRRM conference. The Conference Committee, shall be entitled to limit or require change to any exhibit that violates the above and/or interferes with other Exhibitors, obstructs free passage and/or general movement past the exhibit, is excessively noisy, or otherwise does not conform to the regulations herein or to any agency having jurisdiction at the Meeting site (i.e., fire department). All Exhibitor activities shall be conducted solely within the licensed space and the use of all traffic space and other public areas of the building and facility as reserved for IIRRM. Canvassing, solicitation of business, or the use of advertising materials on signs by firms other than those who have contracted for space is prohibited. Distribution of circulars, catalogs, or other advertising material for firms that are not the Exhibitors is prohibited unless express permission is granted from the Conference Committee.

AMENDMENTS & ADDITIONAL REGULATIONS: The conference committee shall have the sole authority to determine and to resolve any and all issues not specifically covered by the preceding regulations. The IIRRM shall add and/or amend the foregoing rules providing such changes are reasonable in nature and consistent with the purpose of the foregoing at its discretion. All such changes shall be forwarded, in writing, to the Exhibitors via IIRRM. Each Exhibitor will be responsible for forwarding this information to all parties who will set up and/or staff the booth/space.

BOOTH/SPACE ASSIGNMENT: The Conference Committee will be the final authority on booth/space assignment. Please note while food is allowed in public spaces (LIFE Foyer, Allard Foyer, and Lounge), there is no food or drink allowed in the expo room or conference rooms. This is the policy of the university.

FEES: The Exhibitor fee covers one registration to the international congress, and some meals during the conference. Sponsors may receive additional benefits, please refer to the prospectus. Additional registrations or attendees are the responsibility of each individual who wishes to attend any or all of the IIRRM Conference being held on August 9-10, 2024.

CANCELLATION OF SPACE: Exhibition space must be canceled in writing (by email or mail) at least 30 days prior to the conference date to attain a refund less a 20% administration fee; otherwise, no refund will be issued. Failure to occupy table space without notice may result in future invitations to participate in future events.

RECEIVING & SHIPPING: Such arrangements are not services provided by UBC. Arrangements for such should be made directly with IIRRM (see Exhibitor Reference Sheet for information). Items should arrive no earlier than July 25 and should ship out no later than August 14, 2024

EXHIBITOR REFERENCE SHEET

Exhibitor at the Femtech & Fertility Restoration Exposition (FFRExpo) 20th International Clinical & Scientific Congress for RRM

PAYMENT & REGISTRATION AGREEMENT:

Exhibitor agreement and online payment are available at: www.iirm.org/exhibit/
Sponsor options with payment links are available at: www.rrmcongress.com/sponsor/

OR you can email secretariat@rrmcongress.com for a form or direct invoice

We can accept bank transfers (e-transfer, IBAN, ABN, wire, etc.), PayPal and credit cards. We are unable to accept cheques.

EXHIBITOR VENUE:

Exhibitor Sales & Information: Carolyn Plican

Email: hello@rrmcongress.com

Facility/Payment Contact: Kathleen Copeland

Phone: +1 778 996 7542 (WhatsApp/Cell)

Email: secretariat@rrmcongress.com

UBC LIFE Building (Friday/Saturday Expo & All Sponsors): 6138 Student Union Blvd, Vancouver, BC V6T 1Z1

Allard Hall (Thursday, Gold & Platinum Sponsors only): 822 East Mall, Vancouver, BC V6T 1Z1

EXHIBIT MATERIAL / SHIPPING INSTRUCTIONS:

Multiple boxes must be numbered and marked:

Femtech Expo

% Kathleen Copeland
1720-57a St. Delta, BC Canada
V8V 1N3

Please list the name of expo rep/sponsor OR company

Box: _____ of _____

IIRRM will confirm when your items have arrived.

Exhibits that are displayed on Thursday (Platinum & Gold Sponsors) can be picked up after 2pm in the Allard Foyer.

All other exhibit materials will be available after 715 am Friday in the LIFE Foyer or after 1215 pm in the Life Expo room.

All exhibitors and sponsors may alternatively arrange to pick up directly from the address above. Please email secretariat@rrmcongress.com

*Packages should be delivered no earlier than 7/25/2024 and should ship out by 8/14/2024. Return labels must be included. Items should arrive no earlier than July 25 and should ship out no later than August 14, 2024.

** The exhibitor is responsible for contacting the carrier for pick-up. For additional support/questions about shipping please contact secretariat@rrmcongress.com

EXHIBITOR REFERENCE SHEET (cont.)

ACCOMMODATION BOOKING:

IIRRM is pleased to offer the following accommodations to conference attendees on campus at discounted rates. View more information [here](#) about the different types of rooms and pricing. We encourage attendees to book early. All prices are listed in Canadian dollars.

Booking dates:

The conference group rate is available between August 3, 2024, through August 14, 2024.

Book Online:

<https://bit.ly/UBCAccommodations>

The Last day to book is July 1 or until rooms sell out

MOVE-IN

The exhibit space consists of one 5' X 2.5" draped table and 1 chair. If you require additional chairs please let us know in advance. Please note that some tables may vary slightly in size (up to 6'). Exhibitors may be provided with two slightly smaller tables arranged together.

Standard electrical power is available through wall outlets, HOWEVER, if you need power, it is recommended to bring an extension cord and safety tape.

Gold & Platinum Sponsors

Allard Hall Foyer ([Directions here](#))

Thursday, August 8 @ 2 pm- 10pm

****MOVE OUT**** - Exhibits must be moved out of Allard Hall no later than 10PM. Sponsors may move and store exhibits in the LIFE building for set up the following day. A volunteer with the IIRRM team will support and provide directions for your move over to the LIFE building. Two Dollies will also be available on-site.

All Sponsors with Exhibits

LIFE Building Foyer ([Directions here](#))

Friday, August 9 @ 7 am & Saturday, August 10 @ 7 am

For overnight storage, most items should be moved into the main congress room (LIFE 2201). While the building is locked overnight - UBC faculty and custodial staff will be walking through the foyer. A volunteer with the IIRRM team will direct you where to move your exhibit materials. Two Dollies will also be available on-site.

Femtech & Fertility Restoration Exposition (FFRExpo)

LIFE 2214 - EXPO Gallery ([Directions here](#))

Friday, August 9 @ 12 pm & Saturday, August 10 @ 7 am

For overnight storage, exhibits can be left in place. The room will be locked overnight.

MOVE-OUT:

****Due to venue restrictions, all Exhibits must be completely removed from the LIFE building no later than 7:00 pm on Saturday, August 10****