



RRM CONGRESS

International Clinical & Scientific Congress for
Restorative Reproductive Medicine

GUIDELINES FOR EXHIBITORS

21st International Clinical & Scientific Congress for Restorative Reproductive Medicine

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.

*IIRRM is not able to provide labor for unloading, moving, or loading displays or exhibits. One to two dollies be available on-site at the hotel. The IIRRM expo manager or associates will be available to assist you with location and logistics.

*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 or the hotel, it must be identified with your contact information (at minimum a name/organisation 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 8:00 pm Saturday, September 27 2025 as required by our site host, Hotel Sheraton.

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 also where break food and lunch is served. 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, catalogues, 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..

FEES: The Exhibitor fee covers one registration to the international congress, which includes some meals and refreshments throughout the conference. Sponsors may receive additional benefits, please refer to the prospectus (<http://go.rrmcongress.com/sponsor>). Any additional registrations or attendees are the responsibility of each individual who wishes to attend any or all of the IIRRM Congress or pre-conferences being held on September 24-27 2025.

REGISTRATION: Registration information can be found at: <https://rrmcongress.com/register/>

CANCELLATION OF SPACE: Exhibition space must be cancelled in writing (by email or mail) at least 20 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: Please ship your exhibition materials to:
Sheraton Zagreb Hotel
% IIRRM Conference - [your name]
Kneza Borne 2 Zagreb, Croatia, 10000

EXHIBITOR REFERENCE SHEET

Exhibitor at the Femtech & Fertility Restoration Exposition (FFRExpo) 21st 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: Kathleen Copeland

Email: hello@rrmcongress.com
Phone: +1 778 996 7542 (WhatsApp/Cell)
Email: secretariat@rrmcongress.com

Hotel Sheraton Zagreb
Kneza Borne 2 Zagreb, Croatia, 10000
Room Booking: <https://go.rrmcongress.com/book>

EXHIBIT MATERIAL / SHIPPING INSTRUCTIONS:

Multiple boxes must be numbered and marked:

IIRRM Congress Expo
Sheraton Zagreb Hotel
Kneza Borne 2 Zagreb, Croatia, 10000

Please list the name of expo rep/sponsor company OR organisation

Box: _____ of _____

IIRRM will confirm when your items have arrived.

All exhibit materials will be available on the ground floor in the conference room by 715am on Friday September 26. If you would like access sooner please inquire at the front desk or send a message to Kathleen Copeland using the contact above (text or whatsapp will receive a more timely response)

*Packages should be delivered no earlier than 24/09/2025 and should ship out by 28/09/2025.
Return labels must be included.

** 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:

Sheraton Zagreb Hotel:

IIRRM has arranged a group rate with the hotel, which includes a complimentary breakfast buffet and free WIFI.

Book Online: <https://go.rrmcongress.com/book>

Booking dates:

Start Date: Tuesday, September 23, 2025

End Date: Monday, September 29, 2025

If you would like to extend your dates outside these times please email Anne at: anne@iirm.org and she will be happy to assist.

Set in the heart of Zagreb, this elegant hotel is 1640 feet from the Main Train Station and 0.6 mi from the Main Square. It offers air-conditioned rooms, cable and satellite TV, hotel shuttle, and free access to the heated indoor swimming pool and gym. Wi-Fi is provided free of charge in the entire hotel. Guests can also sample Croatian and international cuisine at the restaurant and enjoy some snacks and beverages at Café Imperial or the Piano Bar. The Sheraton is within easy walking distance to many shops, outdoor cafés and cultural attractions of Zagreb.

There are many AirBNB and hotels nearby for all budgets. For suggestions please email us.

MOVE-IN: Friday, August 9 @ 7 am & Saturday, August 10 @ 7 am

The exhibit space consists of one 6' 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.

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

For overnight storage, items can be moved into the main congress room or left in the Foyer. The Congress room is locked overnight. A volunteer with the IIRRM team will direct you where to move your exhibit materials.

MOVE-OUT:

****Due to venue restrictions, all Exhibits must be completely removed from the Foyer and Hall no later than 8:00 pm on Saturday, September 27 2025****