

The background is a dark blue field with abstract geometric shapes in shades of red, purple, and pink. Two large, semi-transparent circular shapes, resembling lenses or mirrors, are positioned on the right side, reflecting the surrounding colors and light rays. The overall aesthetic is modern and technological.

EXHIBITOR SERVICE MANUAL

# Optica Laser Congress and Exhibition

19 - 23 October 2025  
Prague Congress Centre  
Prague, Czechia

OPTICA

# Optica Laser Congress and Exhibition

## Welcome!

Thank you for participating in the 2025 Optica Laser Congress and Exhibition at the Prague Congress Centre Prague, Czechia. This Exhibitor Services Manual includes important information and deadlines to help you prepare for the Congress. Please distribute this manual to anyone who will be attending the meeting to staff your company's exhibit.

If you have any questions or need more information regarding the logistics, please contact Exhibit Operations at [exhibits@optica.org](mailto:exhibits@optica.org).

## Important Deadlines

Deadline Date	Item
5-Sep-25	Advance Registration Deadline
10-Sep-25	Order Additional Booth Furniture / Electrical Deadline
25-Sep-25	Hotel Room Reservation Deadline
26-Sep-25	Congress App and Online Listing Form Deadline
6-Oct-25	Exhibitor Shipment to Arrive in Prague
6-Oct-25	First day SCHENKER will receive freight
20-Oct-25	Optica Laser Congress Exhibit Opens
22-Oct-25	Optica Laser Congress Exhibit Closes

## Congress App and Online Listing Form – Deadline: Friday, 26 September

Each exhibiting company receives one (1) complimentary Online Listing and one (1) in the Congress App. Both are a valuable marketing tool for your company. To ensure your company name, contact information, and product description is included in the Exhibitor Listings, complete the Congress App and Online Listing. For instructions on how to update your exhibitors listings review the How to Update Online Listings / App information at the end of the exhibitor service manual.

# Optica Laser Congress and Exhibition

## ***Exhibit Schedule – Prince Ballroom***

<i>Date</i>	<i>Time</i>
<b>Sunday, 19 October</b>	
Exhibitor Move-in	10:00 – 15:00
Welcome Reception**	17:00 – 18:30
<b>Monday, 20 October</b>	
Exhibitor Move-in*	07:00 – 09:30
Exhibit Hall Hours	10:30 – 16:30
Coffee Break with Exhibitors	10:30 – 11:30
Coffee Break with Exhibitors	16:00 – 16:30
<b>Tuesday, 21 October</b>	
Exhibit Hall Hours	10:30 – 16:30
Poster Session I and Coffee Break with Exhibitors	10:30 – 11:30
Coffee Break with Exhibitors	16:00 – 16:30
<b>Wednesday, 22 October</b>	
Exhibit Hall Hours	10:30 – 16:30
Poster Session I and Coffee Break with Exhibitors	10:30 – 11:30
Coffee Break with Exhibitors	16:00 – 16:30
Exhibitor Move-out	16:31 – 20:30
Conference Banquet	19:00 – 22:00

\* All exhibits must be completely installed by 09:30 on Monday, 20 October

*\*\*Special Events: All exhibitors are invited to attend the Welcome Reception and the Industry Social Engagement Event. Exhibitors may attend the Congress Banquet at a cost.*

Exhibiting companies' booth staff members are not required to remain at their display for the entire Congress; **however, booths should be staffed during Exhibit, Coffee Breaks and Poster Session hours listed above.**

Attendee traffic patterns vary for each meeting. Most attendees will visit the Exhibits for the coffee breaks and lunches that are located in the Exhibit Area, and then they will return to the sessions. Please secure your booth when unattended as attendees have access to the Exhibit Area during coffee breaks. Exhibit traffic is limited during other times. Reach out to attendees and schedule meetings, extend yourself for extra time and/or attend the sessions.

# Optica Laser Congress and Exhibition

## **Booth Display Details**

The exhibits, poster sessions, and coffee breaks will all take in the exhibit floor. Booth floor/space assignments are determined by show management based on the date and order that space contracts were received.

Booth displays include the following:

- One (1) display table, 150cm x 60cm
- Two (2) chairs
- A table display sign with company name

Your display must fit completely within your 10' x 10' booth space. In the front half of the booth (from aisle), the total height of all materials must not exceed 4 feet; in the back half, the total height must be no higher than 8 feet. There will be no pipe & drape provided.

**Decorations and/or signage may not be attached to or hung from any permanent structure.** Optica highly recommends removing valuables from your exhibit when it is unattended. Overnight security services are *not* provided by Optica.

## **Booth Requirements**

### Internet Service and Electrical Services

Prague Congress Centre will be providing internet, power and lighting for this Congress. To order these items please fill out this form and Optica will send you an invoice for any additional items you may require. To avoid any on-site challenges, please be sure that you are aware of the requirements of your booth prior to arriving to the Congress. If you have any questions regarding the order form, contact [exhibits@optica.org](mailto:exhibits@optica.org) prior to **10 September 2025**.

## **Electrical Information**

Electricity Plugs, Sockets and Adapters Czech sockets Czech sockets for 230V / 16A are not compatible with Schuko (system of 230V sockets and connectors used in Germany and many other European countries, which is not compatible with our system that is used in Slovakia, Czech Republic, Poland, France and Belgium). Adapters are required (for phase 1 up to 16A). For other types of connectors than the Czech ones, do not forget to bring adapters, as they will not be available on site. 3-phase adapters are not available, therefore exhibitors must bring them in.

For your convenience, complimentary wireless internet will be available in the exhibit hall for checking emails only, *not* for downloading or connecting to your office.

# Optica Laser Congress and Exhibition

## *Security*

Security will not be provided by Optica to monitor the Exhibit Area during exhibit hours or overnight. Show management strongly recommends that you take any valuable equipment (i.e. laptops, small components, or other materials) with you or secure them each night. It is also recommended that you bring a drape or cloth to cover your table each night. Each exhibitor is required to have adequate insurance levels, and basic precautions should be taken. Please do not store valuables under the table, or leave valuable objects such as phones, cameras, etc. on your table unless the booth is staffed. **Neither Show Management nor the Prague Congress Centre are responsible for lost or stolen items.**

## *Shipping Guidelines – No Direct Shipping*

For security concerns, **the Prague Congress Centre does not accept shipments**, please contact Schenker to arrange freight storage in their factory. Complete the Schenker Freight Forms at the end of the manual to receive a quotation and review additional regulations.

Exhibitors Shipments will need to be cleared of customs not later than 10 working days prior to the booth delivery, **Monday, 06 October 2025**. Schenker will begin accepting shipments no earlier than **Monday, 06 October 2025**. Your booth materials will be stored either in the Advance Warehouse prior to the show and delivered to the exhibit area for move-in. See instructions on the below Schenker Shipping Guidelines information.

If your booth staff needs to retrieve their booth materials prior to exhibit set-up time, they may contact the shipping manager, Martin Pedro ULICNY [martin.ulicny@dbschenker.com](mailto:martin.ulicny@dbschenker.com). Please ensure shipments arrive by **Monday, 06 October 2025**.

In case of a late arrival, we cannot guarantee a timely delivery to your booth.

Optica Laser Congress  
and Exhibition

***INSERT SCHENKER INFORMATION HERE***

## Optica Laser Congress and Exhibition

### ***Outbound Shipping***

All outbound shipping arrangements must be made by exhibiting companies for pick up prior to leaving the Congress on the final day. Please bring your own tape and shipping labels to affix on your boxes to ship back to your office. Optica or Shenker cannot take responsibility for any exhibiting company's booth materials left behind at the Prague Congress Centre; **a forced freight fee may apply.**

### ***Preferred Customs Broker***

Airways Freight is Optica's preferred vendor for international shipping for the Optica Laser Congress and Exhibition. All shipments traveling internationally **MUST** use a customs broker. Show Management is not responsible for any shipments that may be stopped at customs or for any additional charges that may be incurred for international shipments. Additional information about Airways Freight is included in this manual.

NOTE: If you are shipping from outside of the U.S. to the Prague Congress Centre and your shipment includes laser equipment for display, be sure to include [FDA Form 2877](#), *Declaration of Imported Electronic Products Subject to Radiation Control Standards*. Failure to include this form may result in your shipment being held up at U.S. Customs. For more information, click [here](#).

Optica Laser Congress  
and Exhibition

***INSERT AIRWAYS FREIGHT INFORMATION HERE***



# Optica Laser Congress and Exhibition

## Registration

### Exhibitor Staff Name Badges

**Exhibiting company staff must now register online.** Signing up as an exhibiting company for the 2025 Optica Laser Congress and Exhibition does **NOT** automatically register you or your booth personnel for the Congress. To gain access to the exhibit area during set up and breakdown times or prior to show hours, all participating companies' booth staff must have an exhibitor name badge. Your company's primary contact will receive an email from Exhibitor Registrations ([ExhibitorReg@optica.org](mailto:ExhibitorReg@optica.org)) with a link to register your staff.

A completed registration must be submitted for each person staffing a booth with a unique email address for each person. For your complimentary registrations as listed below, please use your company-specific discount codes in your registration welcome email from [ExhibitorReg@optica.org](mailto:ExhibitorReg@optica.org).

Each exhibiting company receives three (3) complimentary badges. **Each exhibiting main contact will receive complimentary registration codes to use during the registration process. These codes will be sent no later than 45 days prior to the first day of the conference.**

- One (1) Exhibitor Technical Badge (EXT) – includes access to all technical sessions, exhibits, the Congress reception and access to papers on Optics InfoBase.
- Two (2) Exhibitor Personnel Badges (EXP) – access to the exhibit area only

**If additional badges are needed, each person must purchase an Exhibitor Full Technical Badge (EXT) for USD 700 before or on 05 September (EUR 910 afterward).**

Please visit the Optica Laser Congress and Exposition [registration page](#) for more information and to register your staff.

### On-site Hours

The Registration Desk will be open during the hours listed on the [Registration Site](#) and below for your exhibiting company's staff to pick up their badges

On-Site Registration Hours	
Sunday, 19 October	08:00 - 17:00
Monday, 20 October	07:00 - 18:30
Tuesday, 21 October	07:30 - 18:30
Wednesday, 22 October	07:30 - 18:30
Thursday, 23 October	07:30 - 16:00

# Optica Laser Congress and Exhibition

## ***Hotel and Travel***

### ***Reservation Deadline: Thursday, 25 September 2025***

Optica has reserved special room rates. Click [here](#) for information on hotel reservations, travel and transportation, and letters of invitation and visa information.

#### **Please Note:**

Housing poachers are companies offering discounted hotel rates and may claim to be working with the Optica Laser Congress and Exhibition. Some companies may be reselling rooms they have secured from another source. They may require fully pre-paid, non-refundable rates, subject to steep change fees.

Show Management has NO affiliation with these organizations and in no way endorses their services. Reservations made through these “pirate” agencies or companies will be at your own risk. These companies are contacting you by phone (and in some cases email). Please note that the Optica Laser Congress and Exhibition does not provide them with any contact information.

If you are contacted by any non-official vendors, always ask them to send you details in writing and please provide [exhibits@optica.org](mailto:exhibits@optica.org) with the details regarding these calls or emails. We will follow up aggressively with them. This includes outside companies offering hotel rooms, listings in show directories as well as more standard items for your booth such as A/V or internet.

## ***Promotional Opportunities***

Maximize your company’s meeting presence through the unique sponsorships available at the Optica Laser Congress and Exhibition. Increase your company’s visibility among qualified attendees while utilizing a cost-effective way to gain a competitive advantage. Don’t miss your chance to reach hundreds of attendees! To take advantage of a sponsorship opportunity, please email [exhibitsales@optica.org](mailto:exhibitsales@optica.org).