

The background is a dark blue field with several overlapping geometric shapes. A large white circle is in the upper left. A red triangle is in the lower left. A blue triangle is in the lower right. A pinkish-purple beam of light enters from the left and passes through a lens-like shape in the center. Another blue beam of light enters from the bottom right and passes through a lens-like shape in the lower right. The overall effect is one of optical science and technology.

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.

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>
Sunday, 19 October	
Exhibitor Move-in	10:00 – 15:00
Welcome Reception**	17:00 – 18:30
Monday, 20 October	
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
Tuesday, 21 October	
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
Wednesday, 22 October	
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 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. Please ensure shipments arrive by **Monday, 06 October 2025**.

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

GENERAL CUSTOMS-FORWARDING INFORMATION FOR EXHIBITORS**1/ ADDRESSING**

Consignments are to be shipped and addressed as follows:

Consignee:

SCHENKER spol. s r.o.

Kongresové centrum Praha

5. Května 65

140 00 Praha 4, Czech republic

Phone: +420 242 405 160, -161, -165

Notify:

(Name of event)

..... (Exhibitor Name)

..... (Hall/Stand No.)

..... (Person in charge)

All exhibition goods despatched either by air/sea/road/courier freight must be consigned „Freight Prepaid”

2/ DEADLINES

To container depot Prague

AIR FREIGHT (Vaclav Havel airport Prague)

To Schenker Terminal

To our address

ROAD FREIGHT

- min. 10 working days prior to the booth delivery

- min. 5 working days prior to the booth delivery

- min. 5 working days prior to the booth delivery

- min. 3 working days prior to the booth delivery

- in accordance with build – up period

Customs office of destination: PRAHA – Uhřetěves (code: CZ 510202)/on working days only!

3/ SMALL PARCEL SERVICES

We kindly offer small parcel services provided by our corporate partner UPS.

4/ CONSIGNMENT NOTIFICATION

All consignments have to be notified by e-mail and the following information are to be advised 48 hours before arrival of your shipments to Prague:

Copy of transport documents

- B/L, HAWB/MAWB, CMR, loading/packing list, etc.

Copy of customs documents

- Proforma-Invoice, ATA Carnet, etc.

5/ CASE MARKING/PACKAGING

All exhibitors are requested to use proper packaging suitable for transportation, unpacking, storage and repacking.

All packages are to be clearly marked on 2 sides as follows(*):

(Name of event)

Exhibitor:

Hall/Booth No.:

Gross/Net Weight in kgs:

Dimensions in cms:

Case No./Total colli:

6/ INSURANCE

Exhibitors are obliged to arrange insurance of all exhibition material for the duration of transport, building-up/breaking down of the exhibition for all possible risks.

7/ CUSTOMS CLEARANCE/non EU-shipments

Exhibits, exhibition materials/merchandise for temporary use: PROFORMA-INVOICE (3x original in English) with proper consignment details (i.e. gross/net weight, number of freight pieces, number of particular pieces, price, delivery terms – DAP Prague/according to INCOTERMS, Brussels customs code).

For merchandise which is being imported only for the exhibition purposes and for which sale during the exhibition is not expected and it is obvious that will be in a unchanged form returned back abroad, we recommend to use CARNET ATA as the accompanying customs document (issued by Chamber of Commerce and Industry in the country of origin).

Advertising, consumer materials/catalogues, brochures, advertising gifts, i.e. pens, CDs, etc., consumer goods – refreshments, i.e. merchandise for consumption:

For these goods a separate PROFORMA-INVOICE has to be available (requirements above) as this merchandise follows valid customs regulations after arrival identified for release into free circulation, or for consumption during the exhibition and customs fees (customs duty, VAT, Consumer tax) are applicable to this merchandise.

8/ HANDLING WITH EMPTY BOXES

The empty boxes of your exhibition material and exhibits will be delivered into a warehouse, stored during the whole time period of the exhibition and during breaking-down of the exhibition will be brought back to your stands.

(Empty cases are cases, cardboards, pallets, baskets, barrels, etc. without exhibits, any of their parts, or without any exhibition materials for which is the forwarder not liable during the storage period, if storage of such a material is not properly ordered!)

9/ TERMS OF PAYMENT

All customs-forwarding services are paid by the exhibitors directly to the provider. Exhibitors who are not using services of SCHENKER worldwide network or its authorized agents have to pay our customs-forwarding services by remittance in advance or in cash/by credit card in Prague.

10/ GENERAL CONDITIONS

Forwarder's responsibility ends at the moment of delivery of the goods to the exhibition stand or to the nearest possible accessible location and by the handover to the exhibition stand, even if the exhibitor or his accredited representative is not present and begins by the following pick-up at the exhibition location.

We would be happy to answer any further questions from your side or to prepare preliminary price calculation if you let us know your requirements for our customs-forwarding services and advise all necessary details concerning your shipments.

DB SCHENKERfairs

Fairs & Exhibitions dpt. Prague: 5. Května 65, 140 21 Praha 4, Czech Republic

Mr. Martin Pedro ULIČNÝ

phone: +420 242 405 160 e-mail: martin.ulicny@dbschenker.com

All contractual arrangements, concluded between SCHENKER spol. s r.o. and its Clients are ruled by General Terms of Trade SCHENKER spol. s r.o. Czech Republic in the full issue (<http://www.logistics.dbschenker.cz/log-cz-en/start/aboutus/generaltermsoftrade.html>), and the Client declares His acceptance, acknowledgement and understanding therewith by concluding the Contract.

QUOTATION REQUEST

Event name/exhibitor/floor/stand no.:

Deliver to:

SCHENKER spol. s r.o.
Fairs & Exhibition dpt.
5. května 65
140 21 Prague 4
Czech Republic

Warehouse instructions:

Opening hours: Monday–Friday; 8:00-15:00
Contact: Martin Pedro Ulicny
+420 724 067 382
cz.dl.prg.fairs.prg@dbshenker.com

Billing company name & address:

VAT ID (if EU company):

person in charge:

e-mail:

phone:

reference for billing:

kind of transport (please mark applicable)

seafreight ☐

airfreight ☐

truck ☐

quantity of packages	total volume / cbm	total gross weight	total value EUR

kind of package	length cm	width cm	height cm	volume	weight kg	Return
						yes ☐ / no ☐
						yes ☐ / no ☐
						yes ☐ / no ☐
						yes ☐ / no ☐
						yes ☐ / no ☐
						yes ☐ / no ☐

Return transport request:

yes ☐

no ☐

address of collection:

date:

time: (morning)

from:

until:

time: (afternoon)

from:

until:

special/specified instructions (request for Insurance, etc.):

place	date	company stamp	signature

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Outbound Shipping

At the close of the event, please work directly with DB Schenker to arrange the removal of your freight from the convention center. DB Schenker will return your freight to their warehouse, where the carrier of choice may pick it up for final delivery.

Please note: If DB Schenker was not used for your inbound shipment, a handling fee will apply for returning your freight to their warehouse.

Coordinating through DB Schenker ensures compliance with facility regulations and helps avoid delays or misplaced shipments.

For questions, rates, or to arrange services, please contact DB Schenker directly:
Robin Vesely – Robin.vesely@dbschenker.com

Additionally, DB Schenker will be on-site should you have any questions on how to coordinate your return shipment.

Exhibiting companies must make all outbound shipping arrangements 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 and ship back to your office. Optica or DB 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](#).

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Show Name: _____

Booth number: _____ Company name: _____

SHIP TO: (DESTINATION)		Bill TO: (IF DIFFERENT OR FOR CREDIT CARD)	
Company Name		Company Name	
Street Address		Mailing Address	
City, State, Zip		City, State, Zip	
Contact Name	Phone	Contact Name	Phone

ESTIMATED WEIGHT

Piece count of shipment:

Next Day	2 nd Day	Economy

Service Level:(Check One)

Signature

Date

Additional
Insurance

\$

← Insurance amount

(Cost for additional insurance is \$8.50 per \$1,000.00 insured value)

Circle One)



PLEASE PROVIDE CREDIT CARD INFORMATION BELOW!

(3% convenience fee applies to all credit card transactions)

Name on Card: _____

Email for receipt: _____

Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Exp Date _____ Sec Code _____

Cardholder Signature: _____

COMBINED PROFORMA INVOICE AND PACKING LIST

Proforma INVOICE NO:

DATE:

SHIPPER:				CONSIGNEE:			NOTIFY PARTY: Exhibitor Name: _____ Exhibition Name: SHOW NAME HALL # _____ Stand # _____ Venue: _____							
CASE NO.	DIMENSIONS			VOLUME (CBM)	WEIGHT (KGS)	DESCRIPTION OF GOODS (IN ENGLISH) For equipment, kindly insert the model & serial no. if any	COUNTRY OF ORIGIN	QUANTITY	UNIT VALUE EUR (CIF)	TOTAL VALUE EUR (CIF)	REMARKS			
	L	B	H (cms)								A	B	C	
				-										
				-										
				-										
				-										
				-										
				-										
				-										
				-										
Grand Total :				-	-									
										Total CIF Value	-			

REMARKS: A = TEMPORARY IMPORT, B = PERMANENT IMPORT , C = DISPOSED

We hereby guarantee that this is a true and correct invoice and that the goods referred to are the origin ,manufacture and production of _____.

TOTAL PKGS : _____
TOTAL WEIGHT: -
TOTAL CBM : -

Authorised Signature/Name/Company stamp & Date.

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) 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.

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

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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 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.