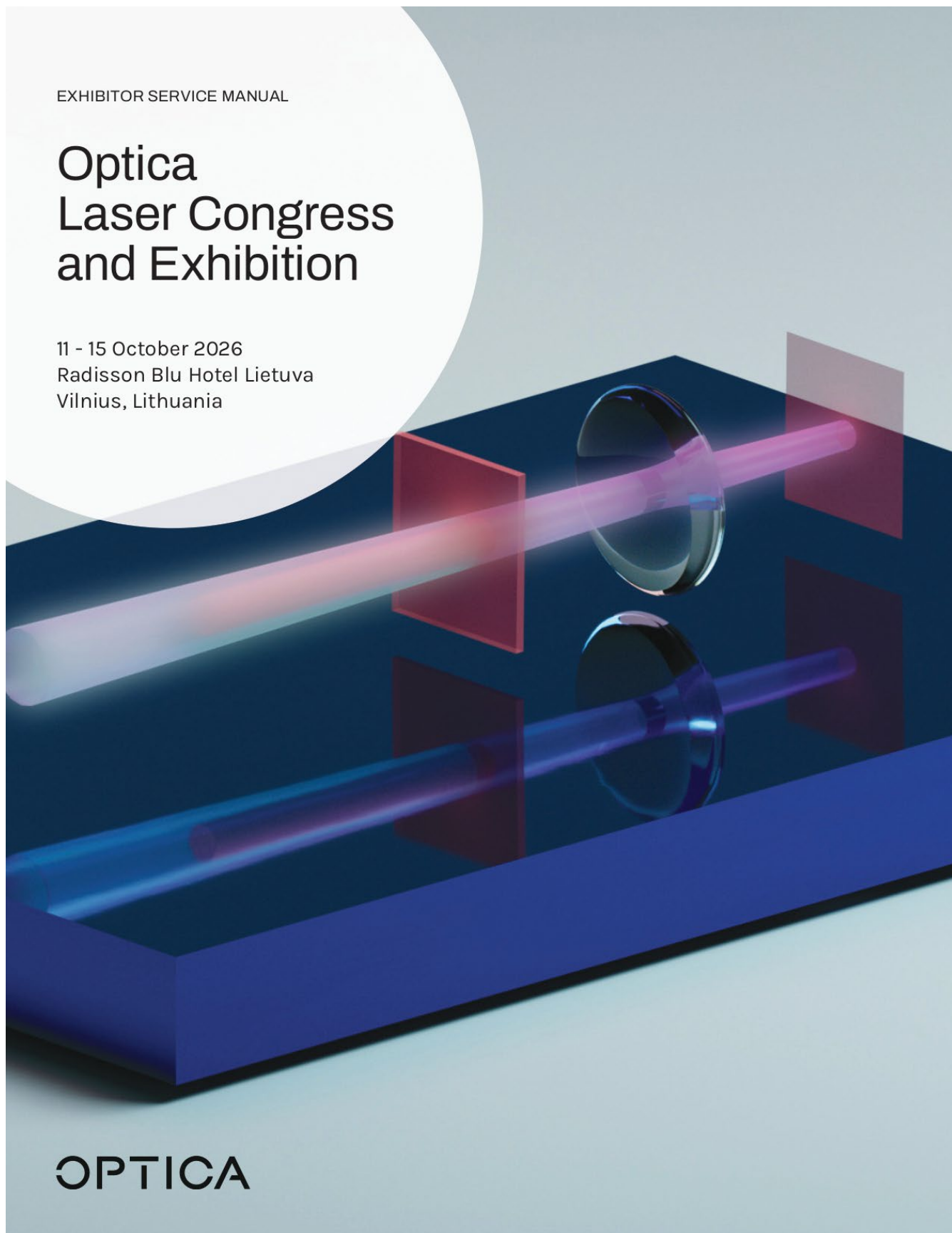


# Optica Laser Congress and Exhibition

EXHIBITOR SERVICE MANUAL

## Optica Laser Congress and Exhibition

11 - 15 October 2026  
Radisson Blu Hotel Lietuva  
Vilnius, Lithuania



# OPTICA

# Optica Laser Congress and Exhibition

## Welcome!

Thank you for participating in the 2026 Optica Laser Congress and Exhibition at the Radisson Blu Hotel Lietuva, Vilnius, Lithuania. This Exhibitor Services Manual includes important information and deadlines to help you prepare for the Congress. Please distribute this manual to anyone attending the meeting who will 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

| Date | Deadline  | Item                                                       |
|------|-----------|------------------------------------------------------------|
|      | 17-Aug-26 | Hotel Room Reservation Deadline                            |
|      | 17-Aug-26 | Congress App and Online Listing Form Deadline              |
|      | 18-Sep-26 | Order Additional Booth Furniture / Electrical Deadline     |
|      | 23-Sep-26 | Advance Registration Deadline                              |
|      | 28-Sep-26 | Exhibitor Shipment to Arrive in Lithuania                  |
|      | 28-Sep-26 | First day, Pan-LITService will receive exhibitor shipments |
|      | 12-Oct-26 | Optica Laser Congress Exhibit Opens                        |
|      | 14-Oct-26 | Optica Laser Congress Exhibit Closes                       |

## Congress App and Online Listing Form – Deadline: Monday, 17 September

Each exhibiting company receives one (1) complimentary Online Listing and one (1) in the Congress App. Both are valuable marketing tools for your company. To ensure your company name, contact information, and product description are included in the Exhibitor Listings, complete the Congress App and Online Listing. Please log in to your MYS [Exhibitor Resource Center](#) and complete your company profile.

# Optica Laser Congress and Exhibition

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

| <i>Date</i>                                        | <i>Time</i>   |
|----------------------------------------------------|---------------|
| <b>Sunday, 11 October</b>                          |               |
| Exhibitor Move-in                                  | 16:00 – 20:00 |
| Welcome Reception**                                | 17:00 – 18:30 |
| <b>Monday, 12 October</b>                          |               |
| Exhibitor Move-in*                                 | 07:00 – 09:30 |
| Exhibit Hall Hours                                 | 10:00 – 17:30 |
| Coffee Break with Exhibitors                       | 10:00 – 10:30 |
| Coffee Break with Exhibitors                       | 16:00 – 16:30 |
| Altechna Facility Tour***                          | 19:30 – 22:30 |
| <b>Tuesday, 13 October</b>                         |               |
| Exhibit Hall Hours                                 | 10:00 – 17:30 |
| Coffee Break with Exhibitors                       | 10:30 – 11:00 |
| Poster Session I and Coffee Break with Exhibitors  | 16:00 – 17:30 |
| <b>Wednesday, 14 October</b>                       |               |
| Exhibit Hall Hours                                 | 10:00 – 17:30 |
| Coffee Break with Exhibitors                       | 10:00 – 10:30 |
| Poster Session II and Coffee Break with Exhibitors | 16:00 – 17:30 |
| Exhibitor Move-out                                 | 17:31 – 20:30 |
| EKSMA Optics Networking Reception & Tour***        | 19:00 – 21:30 |
| Conference Banquet**                               | 19:30 – 22:00 |
| <b>Thursday, 15 October</b>                        |               |
| OPTOMAN Facility Tour ***                          | 17:00 – 19:00 |

*(Schedule as of 15 September 2026)*

\* All exhibits must be completely installed by 09:30 on Monday, 12 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.

\*\*\*Offsite Tours must be pre-registered.

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.**

# Optica Laser Congress and Exhibition

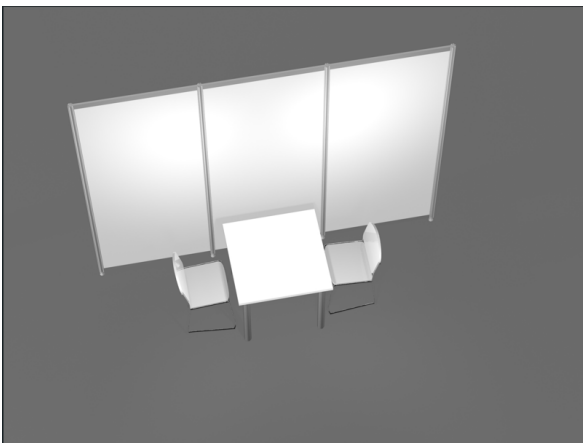
Attendee traffic patterns vary from meeting to meeting. Most attendees will visit the Exhibits for coffee breaks and lunches in the Exhibit Area, then return to the sessions. Please secure your booth when unattended, as attendees have access to the Exhibit Area during coffee breaks. Exhibit traffic is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

## ***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 in which space contracts were received.

Booth displays include the following:

- One (1) display table
- Two (2) chairs
- A table display sign with the company name
- Hard back wall that can be branded at exhibitor expense



Your display must fit completely within your booth space. In the front half of the booth (from the aisle), the total height of all materials must not exceed 1.5m; in the back half, the total height must not exceed 3m.

# Optica Laser Congress and Exhibition

There will be no pipe & drape provided.

**If you require any additional tables, chairs, graphics, or display cases, please order directly through UAB, *Eksponzicju Centras application/order forms* located below.**

**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

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.

## ***Electrical Information***

Please note: Electrical service is not included with booth space rental. If your booth will require power (for monitors, laptops, lighting, demonstrations, charging stations, etc.), electrical service must be ordered. To order any electrical equipment directly from UAB, Eksponzicju Centras application/order forms located below.

## ***Security***

Optica will not provide security 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 maintain adequate insurance and to take basic precautions. 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 Radisson Blu Hotel Lietuva are responsible for lost or stolen items.**

## ***Shipping Guidelines – No Direct Shipping***

For security concerns, **the Radisson Blu Hotel Lietuva does not accept shipments**, please contact PAN- LITservice to arrange freight storage. Contact Vaidas Beniusis at Vaidas@pls.lt to coordinate your advanced shipment.

Exhibitors Shipments will need to be cleared of customs not later than 10 working days prior to the booth delivery, **Monday, 28 September 2026**. PAN-LITservices will begin accepting shipments no earlier than **Monday, 28 September 2026**. Your booth materials will be stored either in the Advance Warehouse prior to the show and delivered to the exhibit area for move-in.

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

# Optica Laser Congress and Exhibition

## Outbound Shipping

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

*Please note: If Pan-LITServices was not used for your inbound shipment, a handling fee will apply for returning your freight to their warehouse.*

Coordinating through Pan-LITServices ensures compliance with facility regulations and helps avoid delays or misplaced shipments. For questions, rates, or to arrange services, please contact PAN-LITServices directly:  
Vaidas Beniusis at [vaidas@pls.lt](mailto:vaidas@pls.lt)

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 PAN-LITServices cannot take responsibility for any exhibiting company's booth materials left behind at the Radisson Blu Hotel Lietuva; **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 international shipments **MUST** use a customs broker. Show Management is not responsible for any shipments that may be stopped at customs or for any additional charges 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 Vilnius, Lithuania, 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](#).

## Registration

### Exhibitor Staff Name Badges

**Exhibiting company staff must now register online.** Signing up as an exhibiting company for the 2026 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).

## Registration Steps

## Optica Laser Congress and Exhibition

1. **Create an Optica Account.** All registrants must have an Optica account. Please create your account at least **24 hours before** completing registration.
2. **Use Your Exhibitor Registration Link.** Your primary contact has been sent your exhibit codes for complimentary badges. You may also access the exhibitor registration link directly from the event website.
3. **Register Each Booth Staff Member Individually.** Each person must register using a **unique email address**. Use your company-specific discount codes from ExhibitorReg@Optica.org to redeem your complimentary badges.

### Complimentary Badges Included with Your Booth

Each exhibiting company receives **three (3)** complimentary badges for Optica Laser Congress and Exhibition:

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

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.

If additional badges are needed, each person must purchase an Exhibitor Full Technical Badge (EXT) for EUR 755 before or on 28 August (EUR 925 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, 11 October         | 08:00 - 17:00 |
| Monday, 12 October         | 07:30 - 18:30 |
| Tuesday, 13 October        | 07:30 – 19:00 |
| Wednesday, 14 October      | 08:00 - 18:30 |
| Thursday, 15 October       | 08:00 - 16:30 |

# Optica Laser Congress and Exhibition

## ***Hotel and Travel***

### ***Reservation Deadline: Monday, 17 September 2026***

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.