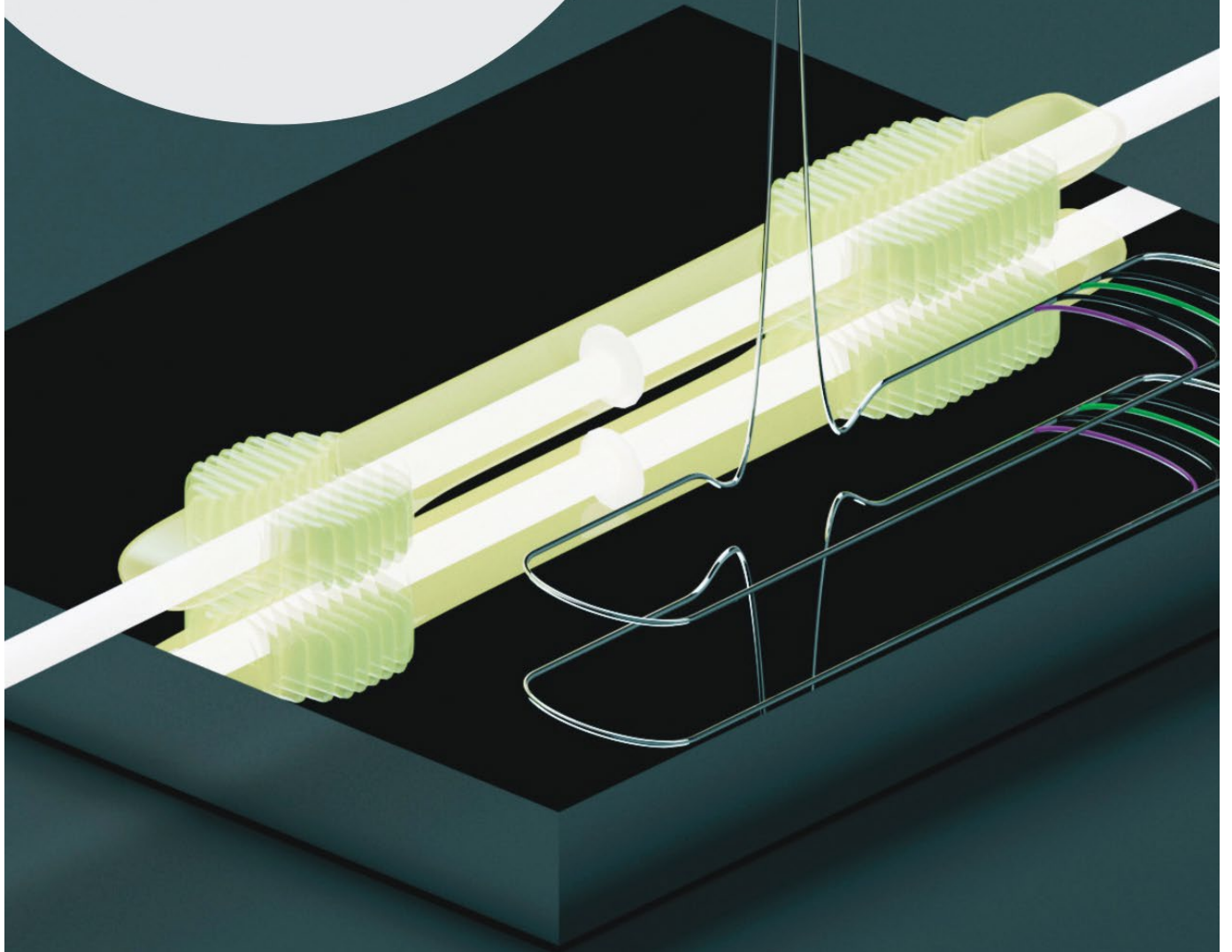


EXHIBITOR SERVICE MANUAL

Optica Advanced Photonics Congress

27 - 30 July 2026
Hilton Long Beach
Long Beach, California, USA



OPTICA

Welcome!

Thank you for participating in the 2026 Optica Advanced Photonics Congress at the Hilton Long Beach. This Exhibitor Services Manual includes essential information and deadlines to help you prepare for the 2026 Optica Advanced Photonics Congress. Please distribute this manual to anyone attending the meeting who will be staffing your company's exhibit.

If you have any questions or need more information about logistics, please get in touch with Exhibit Operations at exhibits@optica.org.

Important Deadlines

Deadline Date	Item
12 June 2026	Advanced Registration Deadline
29 June, 2026	Hotel Room Reservation Deadline
29 June, 2026	Congress App and Online Listing Form Deadline
6 July, 2026	Booth Services (booth furniture/electrical) Orders Due
23 July, 2026	Hilton Long Beach Begins Accepting Booth Shipments
26 July, 2026	Exhibitor Shipment to be delivered/picked up at the Hilton Long Beach
28 July, 2026	Advanced Photonics Congress Exhibit Opens
31 July, 2026	Advanced Photonics Congress Exhibit Closes

Exhibit Schedule – Promenade

Date	Time
Sunday, 26 July	
Exhibitor Move-in	12:00 – 16:00*
Monday, 27 July	
Exhibitor Move-in	08:00 – 09:30*
Exhibit Hours	10:00 – 16:30
Coffee Break with Exhibitors	10:00 – 10:30
Coffee Break with Exhibitors	16:00 – 16:30
Congress Reception	18:30 – 20:00**
Tuesday, 28 July	
Exhibit Hours	10:00 – 16:30
Poster Session	10:00 – 12:00
Coffee Break with Exhibitors	10:30 – 11:00
Coffee Break with Exhibitors	15:00 – 15:30
Industry Engagement Event	18:30 – 19:30**
Wednesday, 29 July	
Exhibit Hours	10:30 – 16:30

Coffee Break with Exhibitors	10:30 – 11:00
Poster Session	10:30 – 12:30
Coffee Break with Exhibitors	15:30 – 16:00
Exhibitor Move out	16:31 – 20:30

All exhibits must be installed entirely by **09:30, Monday, 27 July.*

****Special Events:** Exhibitors are invited to attend the Congress reception. One (1) complimentary reception ticket for each EXT badge holder is included per 10’x10’ booth space purchase. Tickets may be purchased on-site for an additional per-ticket cost.

Exhibiting companies’ booth staff members are not required to remain at their display for the entire 2026 Optica Advanced Photonics Congress; **however, booths should be staffed during Coffee Breaks and Poster Sessions during the hours listed above.** Attendee traffic patterns vary from meeting to meeting. Most attendees will visit the exhibits during the coffee breaks and lunches located in the Exhibit Area, and 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 by offering extra time and/or attending the sessions.

Congress App and Online Listing Form – Deadline: Monday, 29 June 2026

The Congress App is a valuable marketing tool for your company. Each exhibiting company receives one (1) free Online Listing and one (1) in the Congress App. To ensure your company name, contact information, and product description are included in the Exhibitor Listings, complete the Congress App found in your May Your Show exhibitor portal no later than **Monday, 29 June 2026.**

Online Listing Submission Deadline: Monday, 29 June 2026.

Any changes or submissions received after this deadline may not be reflected in the Conference App. Exhibiting companies may continue to submit changes to their Online Listing at any time. Should a company miss this deadline, only the contact information entered by the exhibitor in the online profile for the current year will appear.

Information entered in previous years is not carried over.

Management reserves the right to edit any submissions if necessary.

***** Submissions must be done online. Email exhibits@optica.org if you have questions.*****

Booth Display Details

The exhibits, poster sessions, and coffee breaks will all take place in the **Promenade.** 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) 6' x 30" table, skirted
- Two (2) chairs
- A table display sign with company name

Your display must fit entirely within your 10' x 10' booth space. In the front half of the booth (from the 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. Optica does not provide overnight security services.

Booth Requirements

Electrical Services, Telephone, IT services, Cleaning, and Furniture

Electric Services/power supply, telephone, IT services, Cleaning, and Furniture are provided by **Hilton Long Beach**. To avoid on-site challenges, please ensure you are aware of the requirements for your booth before arriving at the Congress. Your contact at the hotel is: Kisha Cravin, kisha.cravin@hiltonlb.com.

For additional information regarding electrical, please reach out to Kisha Cravin.

Audio Visual and Internet Service

Encore will be providing audiovisual services and internet for this Congress. If your booth requires any of these services, complete the order form included in this manual and submit it by **Monday, 31 March**. If you have any questions regarding the order form, contact Scott Bradley, scott.bradley@encoreglobal.com, and Justin Frank, justin.frank@encoreglobal.com

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.

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 Hilton Long Beach is responsible for lost or stolen items.**

Shipping Guidelines and Handling

Inbound Shipping – Direct Shipping

If you plan to ship your booth materials **directly** to the Hilton Long Beach, per the shipping instructions to set up the receipt of your shipment.

Hilton Long Beach
701 W. Ocean Blvd
Long Beach, CA 90831

Guest/Recipient's Name
Exhibitor/Company Name
Booth #
Optica Advanced Photonics, July 26 – 29, 2026

Box # _____ of # _____

The hotel will begin accepting shipments no earlier than Thursday, 23 July, 2026. Your booth materials will be stored in a secure location prior to the show and delivered to the exhibit area. Please note that all goods outside the EU need to be shipped under an ATA Carnet provider and if selling or handing out items please have a either a French VAT number or EORI number when shipping items in and out of the EU.

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 cannot take responsibility for any exhibiting company's booth materials left behind at Hilton Long Beach.

Preferred Customs Broker

Airways Freight is Optica's Preferred Vendor for exhibitor international shipping for the 2026 Optica Advanced Photonics Congress. All international shipments **MUST** use a customs broker. Show Management and the Hilton Long Beach 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 at the end of this manual.

NOTE: If you are shipping from outside of the U.S. to the Hilton Long Beach 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](#).

Event
**Optica Advanced
Photonics Congress**
27 - 30 July 2026
Hilton Long Beach
Long Beach, California UNITED STATES

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LAND • AIR • SEA

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Registration – Exhibitor Name Badges

Exhibiting company staff must now register online. Signing up as an exhibiting company for the 2026 Optica Advanced Photonics Congress 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). The advanced registration deadline is June 12, 2026.

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

On-site Hours

The Registration Desk will be located near the Promenade and will be open during the hours listed on the [Advanced Photonics Congress schedule](#) page for your exhibiting company's staff to pick up their badges.

Sunday, 26 July	Monday, 27 July	Tuesday, 28 July	Wednesday, 29 July	Thursday, 30 July
08:00 – 16:00	07:00 – 18:30	07:00 – 18:30	07:00 – 18:30	07:00 – 17:00

Promotional Opportunities

Maximize your company's meeting presence through the unique sponsorships available at the 2026 Optica Advanced Photonics Congress. 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.

Hotel and Travel

Optica works with our hotel and travel partners to bring you affordable rates at top-quality venues. We negotiate exclusive room discounts to help you save money on your trip. And, by staying at the meeting venue, you can extend your networking opportunities beyond the technical session rooms — taking advantage of

informal interactions in venue spaces.

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 2026 Optica Advanced Photonics Congress. 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 2026 Optica Advanced Photonics Congress do 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.