

Optica Advanced
Photonics Congress

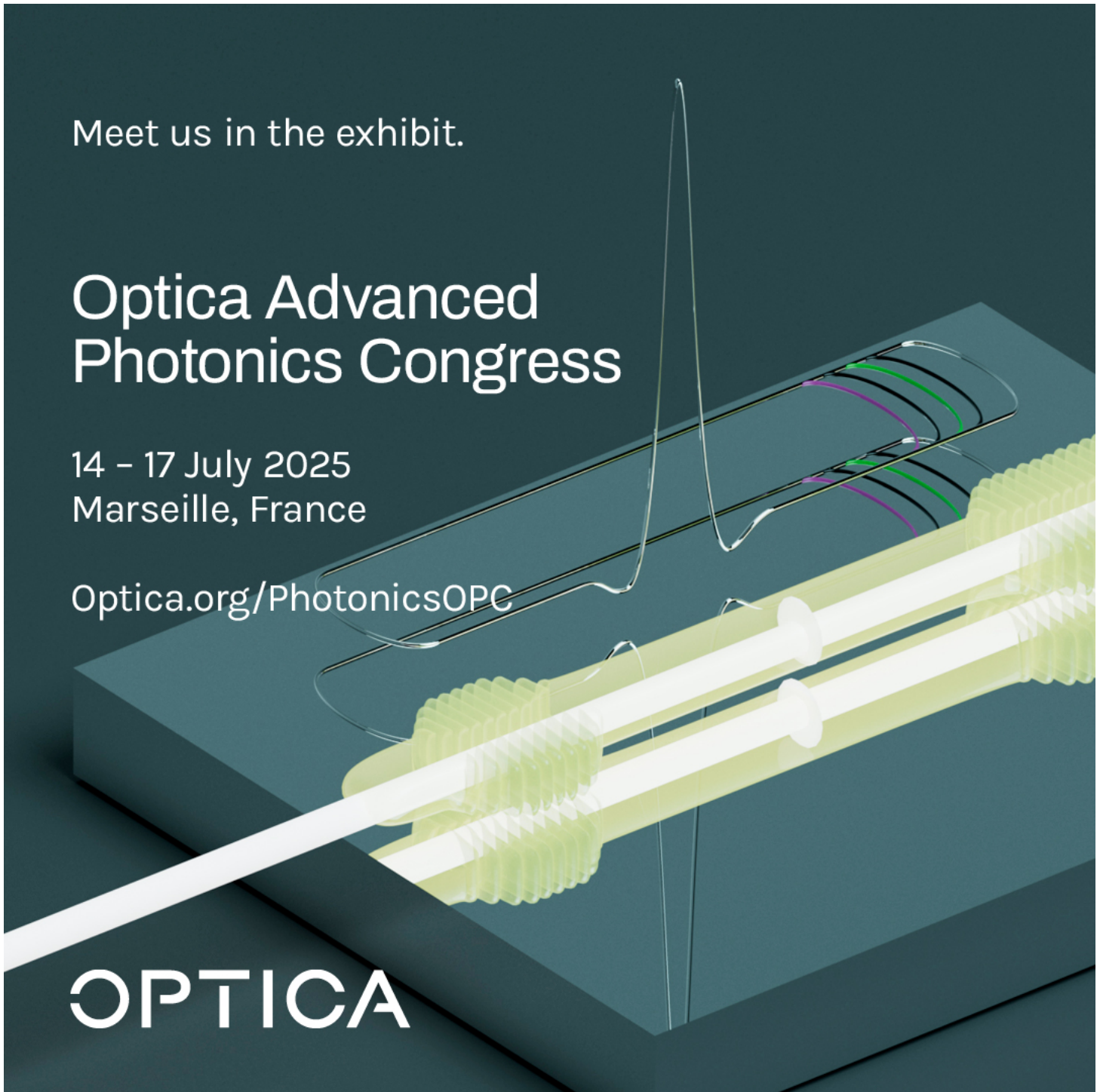
Meet us in the exhibit.

Optica Advanced Photonics Congress

14 – 17 July 2025
Marseille, France

Optica.org/PhotonicsOPC

OPTICA



Optica Advanced Photonics Congress

Welcome!

Thank you for participating in the 2025 Optica Advanced Photonics Congress at the Marseille Chanot. This Exhibitor Services Manual includes important information and deadlines to help you prepare for the 2025 Optica Advanced Photonics 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
16 June 2025	Marseille Chanot Hotel Reservation Deadline
30 June 2025	Congress App and Online Listing Form Deadline
	Booth Services Orders Deadline
	Hotel Begins Accepting Booth Shipments

Exhibit Schedule – Expo Reception Hall (as of 09 April 2025)

Date	Time
Sunday, 13 July	
Exhibitor Move-in	12:00 – 16:30*
Monday, 14 July	
Exhibitor Move-in	08:00 – 15:30*
Exhibit Hours	16:00 – 20:00
Coffee Break with Exhibitors	16:00 – 16:30
Congress Reception	18:30 – 20:00**
Tuesday, 15 July	
Exhibit Hours	10:30 – 18:00
Coffee Break with Exhibitors	10:30 – 11:00
Coffee Break with Exhibitors	15:30 – 17:00
Poster Session	15:30 – 17:00
Industry Engagement Event	18:30 – 19:30**
Wednesday, 16 July	
Exhibit Hours	10:30 – 18:00
Coffee Break with Exhibitors	10:30 – 11:00
Coffee Break with Exhibitors	15:30 – 16:00
Congress Banquet	19:00 – 21:00**
Thursday, 17 July	
Exhibit Hours	10:30 – 16:30
Coffee Break with Exhibitors	10:30 – 11:00
Coffee Break with Exhibitors	16:00 – 16:30
Exhibitor Move-out	16:30 – 20:30

All exhibits must be completely installed by **15:30, Monday 14 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 2025 Optica Advanced Photonics Congress; **however, booths should be staffed during 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.

Congress App and Online Listing Form – Deadline: Monday, 30 June 2025

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 is included in the Exhibitor Listings, complete the Congress App found in your May Your Show exhibitor portal no later than **Monday, 30 June 2025**.

Online Listing Submission Deadline: Monday, 30 June 2025.

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 Expo Reception Hall. 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) 6' x 30" table, skirted
- 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

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

Electric Services/power supply, telephone, IT services, Cleaning, Audio Visual and Furniture are provided by the

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Marseille Events. To avoid any on-site challenges, please be sure that you are aware of the requirements of your booth in advance of arriving to the Congress. Your contact at the hotel is: Geraldine Breda, geraldine.breda@gl-marseilleevents.com.

For additional information regarding additional furniture, electrical, Audio Visual, cleaning, internet please reference the order forms listed below.

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

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 Marseille Chanot are 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 Marseille Chanot, please contact CLAMAGERAN FOIREXPO, Madame Paola Burlando per the below contact information to set up the receipt of your shipment.

Madame Paola Brulando
Mobile: 00 33 (0) 6 20 83 77 98
Email: French-riviera@clamageran.fr.

CLAMAGERAN FOIREXPO will begin accepting shipments no earlier than Tuesday, 08 July, 2025. 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 Marseille Chanot.

Preferred Customs Broker

Airways Freight is Optica's Preferred Vendor for exhibitor international shipping for the 2025 Optica Advanced Photonics Congress. All shipments traveling internationally **MUST** use a customs broker. Show Management and the Marseille Chanot 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 Marseille Chanot 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. Pre-register your exhibit personnel now to avoid having to stand in line to register onsite! Signing up as an exhibiting company for the 2025 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.

To avoid hassle onsite, it is strongly encouraged to register prior to arrival. Registration will open the week of 2 April 2025. To register, please follow the steps below:

1. Those registering are required to first have an Optica account. To make an Optica account, click [here](#). We recommend making your account at least 24 hours prior to completing your registration.
2. Once the event is open and accepting registrations, your organization's primary contact will receive an email prompt providing your exhibit codes to receive your complimentary badges, as outlined below. You may also navigate to the website and proceed through the [exhibitor registration link](#).

Each exhibiting company receives three (3) complimentary badges. **A completed Exhibitor/Sponsor Badge Registration form must be submitted for each person staffing a booth.**

- 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 Technical Upgrade Badge. Please click this [link](#) for pricing and registration information.

All registrations must be completed through the Exhibitor Registration Platform. The link to the exhibitor registration platform can be found in your Welcome Email sent from Optica Exhibitor Registrations at ExhibitorReg@optica.org.

On-site Hours

The Registration Desk will be located near the Expo Reception Hall 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.

Promotional Opportunities

Maximize your company's meeting presence through the unique sponsorships available at the 2025 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 2025 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 2025 Optica Advanced Photonics Congress do not provide them with any contact information.

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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.

PURCHASE ORDER / ELECTRICITY

MUST BE RETURNED BEFORE - Friday, June 13th 2025
To : Geraldine BREDA, geraldine.breda@gl-marseilleevents.com

Late orders : An additional 20% will be applied on prices from June 16th 2025
Full payment - by bank transfer - including VAT must be included with your order

See bank details - Page 6

BOOTH NAME : BOOTH NUMBER :

Electrical box 4 DAYS	Details	Nbr	Price in €/ unit excl. VAT	Total price in € Excl. VAT
2 200 Watts/ 16 Amps	Electrical box equipped with 2 sockets 10/ 16 A + 1 differential breaker 30 mA + 1 thermal protection	207,75 €HT €
3 600 Watts/ 16 Amps	Electrical box equipped with 2 sockets 10/ 16 A + 1 differential breaker 30 mA + 1 thermal protection	331,81 €HT €
11 000 Watts/ 16 Amps	Electrical box equipped with : - 6 x PC 10/ 16 A - 2 x P17 32A + 1 differential breaker 30 mA + 1 thermal protection	467,30 €HT €
22 000 Watts/ 32 Amps	Electrical box equipped with : - 6 x PC 10/ 16 A - 2 x P17 32A + 1 differential breaker 30 mA + 1 thermal protection	638,94 €HT €
TOTAL AMOUNT EXCL. VAT			 €
VAT 20 %			 €
Total INCL. VAT			 €

Full payment including VAT must be included with your order

PURCHASE ORDER / INTERNET CONNECTION

MUST BE RETURNED BEFORE - Friday, June 13th 2025
To : Geraldine BREDA, geraldine.breda@gl-marseilleevents.com

Late orders : An additional 20% will be applied on prices from June 16th 2025
Full payment - by bank transfer - including VAT must be included with your order

See bank details - Page 6

BOOTH NAME : BOOTH NUMBER :

Internet service	Details	Nbr	Price in €/ unit excl. VAT	Total price in € Excl. VAT
Individual WIFI	1 login per computer / IP address. This price does not include technical assistance	47,30 € €
Professional wired internet access 4Mb/s	Wired internet access, Ethernet - guaranteed constant internet speed. Installation, setup and test with the client before opening of the event	653,27 €HT €
Professional wired internet access 6Mb/s		1 021,26 €HT €
Professional wired internet access 10Mb/s		1 632,65 €HT €
TOTAL AMOUNT EXCL. VAT			 €
VAT 20 %			 €
Total INCL. VAT			 €

Full payment including VAT must be included with your order

PURCHASE ORDER / CLEANING BOOTH

MUST BE RETURNED BEFORE - Friday, June 13th 2025
To : Geraldine BREDA, geraldine.breda@gl-marseilleevents.com

Late orders : An additional 20% will be applied on prices from June 16th 2025
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BOOTH NAME : BOOTH NUMBER :

Cleaning booth service	Details	Booth Sqm	Nbr of day	Price in €/sqm excl. VAT	Total price in € Excl. VAT
End of set-up cleaning	<i>Bins emptying - Vacuum cleaning - Furniture wiping. Removal of polythene on disposable carpets</i> sqm		1,47 € €
End of day cleaning	<i>Bins emptying - Vacuum cleaning - Furniture wiping with damp cloth</i> sqm	3 days	0,76 € €
TOTAL AMOUNT EXCL. VAT				 €
VAT 20 %				 €
Total INCL. VAT				 €

Full payment including VAT must be included with your order

PURCHASE ORDER / AV EQUIPMENT

MUST BE RETURNED BEFORE - Friday, June 13th 2025
To :Geraldine BREDA, geraldine.breda@gl-marseilleevents.com

Late orders : An additional 20% will be applied on prices from June 16th 2025
Full payment - by bank transfer - including VAT must be included with your order

See bank details - Page 6

BOOTH NAME : BOOTH NUMBER :

Screen	Details	Nbr	Price in €/ unit excl. VAT	Total price in € Excl. VAT
Screen Led 43’’	with HDMI cable of 5m maximum 4 days rental	557,55 € €
Screen Led 55’’		725,13 €HT €
Screen Led 75’’		1 255,01 €HT €
TOTAL AMOUNT EXCL. VAT			 €
VAT 20 %			 €
Total INCL. VAT			 €

Full payment including VAT must be included with your order



PURCHASE ORDER / Furnitures

MUST BE RETURNED BEFORE - Friday, June 13th 2025
To :Geraldine BREDA, geraldine.breda@gl-marseilleevents.com

Late orders : An additional 20% will be applied on prices from June 16th 2025
Full payment - by bank transfer - including VAT must be included with your order

See bank details - Page 6

BOOTH NAME : BOOTH NUMBER :


Furniture	Details	Nbr	Price in €/ unit excl. VAT	Total price in € Excl. VAT
1 High table + 3 stools		302,00 € €
		190,00 €HT €
TOTAL AMOUNT EXCL. VAT			 €
VAT 20 %			 €
Total INCL. VAT			 €

BANK ACCOUNT DETAILS

Bank transfer - To MARSEILLE EVENTS

Please send your confirmation of payment to :
Géraldine BRED A

Geraldine.breda@gl-marseilleevents.com

SG 		SOCIETE GENERALE	
RELEVÉ D'IDENTITE BANCAIRE			
TITULAIRE DU COMPTE			
MARSEILLE EVENTS			
59 QUAI RAMBAUD			
69002 LYON			
DOMICILIATION : LYON ENTREPRISES (02280)			
Banque	Guichet	N° de compte	Clé RIB
30003	02280	00020357814	76
Identification Internationale (IBAN)			
IBAN FR76 3000 3022 8000 0203 5781 476			
Identification Internationale de la Banque (BIC)			
SOGEFRPP			

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