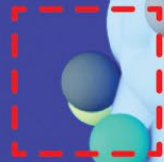


EXHIBITOR SERVICE MANUAL

# Optica Biophotonics Congress

26 – 29 April 2026  
The Westin Fort Lauderdale Beach Resort  
Fort Lauderdale, Florida, USA

OPTICA





## Welcome!

Thank you for participating in the 2026 Optica Biophotonics Congress at The Westin Fort Lauderdale Beach Resort, Fort Lauderdale, FL. 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 as staff for your company's exhibit.

If you have any questions or require additional information regarding logistics, please contact Exhibit Operations at [exhibits@Optica.org](mailto:exhibits@Optica.org).

## Important Deadlines

Deadline Date	Item
March 12, 2026	Advanced Registration Deadline
March 27, 2026	Hotel Room Reservation Deadline
April 3, 2026	Congress App and Online Listing Form Deadline
April 6, 2026	Booth Services (booth furniture/electrical) Orders Due
April 17, 2026	Westin Ft. Lauderdale Begins Accepting Booth Shipments
April 22, 2026	Exhibitor Shipment to Arrive in Ft. Lauderdale
April 27, 2026	Biophotonics Congress Exhibit Opens
April 28, 2026	Biophotonics Congress Exhibit Closes

## Congress App and Online Listing – Deadline: April 3, 2026

Each exhibiting company receives one (1) free 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 form through your exhibitor portal no later than **April 3, 2026**.

## Technical Program

The technical program comprises plenary sessions, technical sessions featuring invited and contributed oral talks, poster sessions, and post-deadline papers, all focused on technological solutions to medical challenges and their applications. The Congress is organized into five topical meetings. Please click [here](#) for program information about the Optica Biophotonics Congress.



## Exhibit Schedule – Atlantic Ballroom

Date	Time
<b>Sunday, 26 April</b>	
Exhibitor Move-In	12:00 – 15:00
<b>Monday, 27 April</b>	
Exhibitor Move-in	07:00 – 09:30*
Exhibit Hours	10:00 – 17:00
Coffee Break with Exhibitors	10:00 – 10:30
Exhibits, Poster Session I, & Coffee Break	15:00 – 16:30
Congress Reception	17:30 – 19:00
<b>Tuesday, 28 April</b>	
Exhibit Hours	10:00 – 17:00
Exhibits & Coffee Break	10:00 – 10:30
Exhibits, Poster Session II, & Coffee Break	15:30 – 17:00
Exhibitor Move-Out	17:01 – 20:00

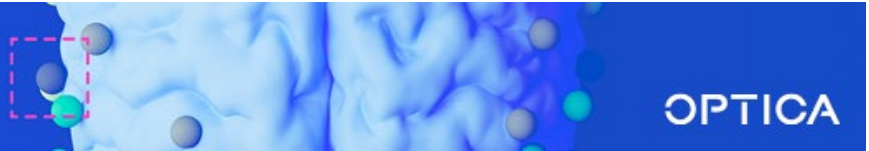
*(This schedule is as of January 8, 2026. For an up-to-date schedule, please click [here](#).)*

\*All exhibits must be completely installed by 09:30 on Monday, 27 April.

**\*\*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. Additional tickets may be purchased on-site.

Exhibiting companies' booth staff members are not required to remain at their display for the entire Congress; **however, booths should be staffed during the hours listed above for Exhibit, Coffee Breaks, and Poster Sessions.** Attendee traffic patterns vary for each 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 for extra time and/or attend the sessions.

## Booth Display Details



The exhibits, poster sessions, and coffee breaks will all take place in the Atlantic Ballroom. Show management determines booth floor/space assignments 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 the company name

Your display must fit completely 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. Pipe and drapes will not be 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*

Encore AV provides electric services/power supply, telephone, and IT services. To avoid any on-site challenges, please ensure you are aware of your booth's requirements in advance of arriving at the Congress. Your hotel contact is Amin Purliyev. For electrical services, complete the Electrical Power and Equipment Order form in this [Manual](#).

### *Audio Visual and Internet Service*

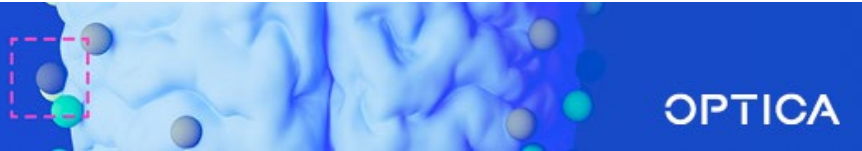
Encore will be providing audio-visual services and internet for this Congress. If your booth requires any of these services, complete the order form included in this manual and submit it no later than **Monday, 30 March**. If you have any questions regarding the order form, contact Amin Purliyev at [amin.purliyev@encoreglobal.com](mailto:amin.purliyev@encoreglobal.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

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.

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Optica Biophotonics  
Congress



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, and basic precautions should be taken. Please do not store valuables under the table or leave valuable objects, such as phones, laptops, and cameras, on your table unless the booth is staffed.

**Neither Show Management nor The Westin Fort Lauderdale Beach Resort is responsible for lost or stolen items.**

## Shipping Guidelines

### *Inbound Shipping – Direct Shipping*

If you plan to ship your booth materials directly to The Westin Fort Lauderdale Beach Resort, please address your materials as follows:

The Westin Fort Lauderdale Beach Resort  
(Optica Biophotonics Congress) (Arrival Date)  
Hold For Guest: (Guest Name) (Guest Cell Number)  
(Booth Company Name) (Atlantic Ballroom) (Booth Number)  
321 N. Fort Lauderdale Beach BLVD.  
Fort Lauderdale, FL 33304  
Box # \_\_\_\_\_ of # \_\_\_\_\_

**The hotel will begin accepting shipments no earlier than Friday, 17 April.** Your booth materials will be stored in a secure location prior to the show and delivered to the exhibit area (Atlantic Ballroom) on Sunday, 26 April. If your booth staff needs to retrieve their booth materials prior to exhibit set-up time, they may contact Corey Landry at CLandry@heihotels.com or +1 954.467.1111. Please email tracking numbers for any package to Corey Landry.

### *Outbound Shipping*

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the Westin Fort Lauderdale Beach Business Center. FedEx Express shipping supplies and airbill forms are also available and are complimentary. Outbound packages being picked up by a third-party courier should be coordinated in advance with a Westin Fort Lauderdale Beach Office team member. Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees. Optica cannot take responsibility for any exhibiting company's booth materials left behind at the Westin Fort Lauderdale Beach Resort.



Meet us at the exhibit.

Optica Biophotonics  
Congress

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**THE WESTIN**  
FORT LAUDERDALE BEACH  
RESORT

## Shipping Instructions

### Inbound Guest Packages - Shipping Instructions

Please follow the recommended label addressing standards, illustrated below, to prevent package routing delays. All packages received by The Westin Fort Lauderdale Beach Resort require a release signature before being released from The Westin Fort Lauderdale Beach Resort's custody to the intended recipient. Release signatures are captured at the time of package pick-up from the Westin Fort Lauderdale Beach Business Center or during delivery of package(s) to the recipient. Inbound receiving and applicable delivery fees will be applied on a per package basis, as outlined in the fee schedule below. These fees are applied in addition to any shipping/transportation charges.

Please use the name of the recipient whom will be onsite to receive and sign for the package(s). Please do not address your package(s) to the Hotel Staff or a Show Manager as this could cause confusion in package sorting or your package(s) to be delayed. Packages (excluding pallets/crates) will be available for pick-up at the front desk of the Westin Fort Lauderdale Beach Resort. Package deliveries may be scheduled by contacting the Westin Beach Business Center at 954-245-3078. Package deliveries should only be scheduled after the recipient has checked into the hotel.

**Please schedule your shipment(s) to arrive 1-2 days prior to the event start date.**

#### Event Shipment(s) - Label Standard:

Affix a label with the following information (in addition to the airbill).

The Westin Fort Lauderdale Beach Resort  
(Event Name) (Arrival Date)  
Hold For Guest: (Guest Name) (Guest Cell Number)  
(Guest Company Name) (Meeting Room) (Booth Number)  
321 N. Fort Lauderdale Beach BLVD.  
Fort Lauderdale, FL 33304

#### Individual Shipment(s) - Label Standard:

Affix a label with the following information (in addition to the airbill).

The Westin Fort Lauderdale Beach Resort  
Hold For Guest: (Guest Name) (Arrival Date)  
(Guest Cell Number)  
321 N. Fort Lauderdale Beach BLVD.  
Fort Lauderdale, FL 33304

### Outbound Guest Packages - Shipping Instructions

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the Westin Fort Lauderdale Beach Business Center. FedEx Express shipping supplies and airbill forms are also available and are complimentary. Outbound packages being picked up by a third party courier should be coordinated in advance with a Westin Fort Lauderdale Beach Office team member. Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

### Package Handling Fees

Package handling fees may be charged to a guest room, master account, FedEx account, or billed to a credit card. Fees are applied on a per item basis.

Weight Class	Inbound Receiving Fee	Inbound Receiving/Delivery Fee	Outbound Drop Off Handling Fee	Outbound Pickup/Handling Fee
0.0 - 1.0 lbs.	\$0.00	\$5.00	\$0.00	\$5.00
1.1-10.0 lbs.	\$10.00	\$15.00	\$10.00	\$15.00
10.1 - 20.0 lbs.	\$15.00	\$20.00	\$15.00	\$20.00
20.1 - 30.0 lbs.	\$20.00	\$30.00	\$20.00	\$30.00
30.1 - 40.0 lbs.	\$25.00	\$40.00	\$25.00	\$40.00
40.1 - 50.0 lbs.	\$25.00	\$50.00	\$25.00	\$50.00
50.1 - 60.0 lbs.	\$25.00	\$50.00	\$25.00	\$50.00
60.0 lbs. and Over	\$25.00	\$70.00	\$25.00	\$70.00
Crate & Pallet *	\$150.00	\$150.00	\$150.00	\$150.00

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00, which is applied to each pallet/crate handled. A Labor Fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The Labor Fee can be charged in 15 minute increments.

### Package Storage and Oversize Item Fees

Package Storage Fees will apply to each package received and stored for more than five calendar days. Items measuring over 6.5 feet on all sides are considered oversize and will be assessed the Oversize Fee if stored for more than five calendar days.

Days	Storage Fee/Day	Oversize Fee/Day
1 - 5 Days	No Charge	No Charge
6 - 7 Days	\$25.00	\$25.00
8 Days and Over	\$50.00	\$25.00

**Terms & Conditions:** Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel may establish from time to time for receiving and delivering of packages.

Meet us at the exhibit.  
Optica Biophotonics  
Congress



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

Airways Freight is OPTICA's Preferred Vendor for international shipping for the 2026 Biophotonics Congress. 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. Please contact Clay Quinton at [clayq@airwaysfreight.com](mailto:clayq@airwaysfreight.com) or Brock Wood at [brockw@airwaysfreight.com](mailto:brockw@airwaysfreight.com) for more information.

NOTE: If you are shipping from outside the U.S. to The Westin Fort Lauderdale Beach Resort and your shipment includes laser equipment for display, please include the [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 Biophotonics  
Congress**  
26 - 29 April 2026  
The Westin Fort Lauderdale Beach Resort  
Fort Lauderdale, Florida UNITED STATES

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## Registration – Exhibitor Name Badges

**Exhibiting company staff must now register online.** Signing up as an exhibiting company for the 2025 Optica Biophotonics 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](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 \$785 before or on 13 March (\$980 afterward).**

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

## On-site Hours

The Registration Desk will be located in the Las Olas Foyer and will be open during the following hours for your exhibiting company's staff to pick up their badges:

Sunday, 24 April	Monday, 25 April	Tuesday, 26 April	Wednesday, 27 April
14:00 – 17:00	07:00 – 18:30	07:30 – 19:00	07:00 – 17:00





## Promotional Opportunities

Maximize your company's meeting presence through the unique sponsorships available at the Biophotonics 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](mailto:exhibitsales@Optica.org).

## Hotel and Travel

### ***Reservation Deadline: Friday, 27 March 2026***

OPTICA has reserved special room rates at The Westin Fort Lauderdale Beach Resort. Click [here](#) for information on hotel reservations, travel and transportation, and letters of invitation and visa information.

#### **Room Rates:**

Single/Double ROH	US \$239, per night plus taxes
Extra Person Rate	Additional US \$25 per night plus taxes

#### **Please Note:**

Housing poachers are companies offering discounted hotel rates and may claim to be working with the Biophotonics. Some companies may be reselling rooms they have secured from another source. They may require fully prepaid, 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 Biophotonics 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. Please provide the details regarding these calls or emails to [exhibits@Optica.org](mailto:exhibits@Optica.org). 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.