

OPTICA DESIGN AND FABRICATION CONGRESS

Meet us in the exhibit.

Optica Design and Fabrication Congress

15 – 19 June 2025
Denver, Colorado, USA

Optica.org/DesignFabOPC

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Welcome!

Thank you for participating in the **Optica Design and Fabrication Congress**. 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
Friday, May 14, 2025	Hotel Room Reservation Deadline
Thursday, May 14, 2025	Booth Services Orders Due
Wednesday, June 11, 2025	Begins Accepting Booth Shipments

Congress App and Online Listing – Deadline: Wednesday, May 28, 2025

Each exhibiting company receives one (1) free 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 through your exhibitor portal no later than **Wednesday, May 28, 2025!**

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Exhibit Schedule – Silverton Ballroom

Date	Time
Sunday, 15 June	
Exhibitor Move-In	14:00 – 17:00
Monday, 16 June	
Exhibitor Move-in	07:00 – 09:30*
Exhibits	10:00 – 18:30
Exhibits & Coffee Break	10:00 – 10:30
Exhibits & Coffee Break	16:00 – 16:30
Congress Reception	18:30 – 20:00
Tuesday, 17 June	
Exhibits	10:00 – 18:00
Exhibits & Coffee Break	10:00 – 10:30
Exhibits, Poster Session, & Coffee Break	16:00 – 17:30
Wednesday, 18 June	
Exhibits	10:00 – 16:30
Exhibits & Coffee Break	10:00 – 10:30
Exhibits & Coffee Break	16:00 – 16:30
Exhibits Move-Out	16:31 – 18:30

(This schedule as of January 23, 2025. For an up to date schedule, please click [here](#).)

*All exhibits must be completely installed by 9:30 on Monday, 16 June 2025.

****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 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.

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Booth Display Details

The exhibits, poster sessions, and coffee breaks will all take place in the Silverton Ballroom. 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
- One (1) wastebasket (shared by 2 exhibitors)
- 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 area when it is unattended. Overnight security services are *not* provided by OPTICA.

Booth Requirements

Electrical Services, Telephone, IT services

Electric Services/power supply, telephone and IT services are provided by Encore AV. 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: Chris Imbriano and can be reached via email chris.imbriano@embassysuitesdd.com or by phone 720.587.6937. For electrical services, please complete the Electrical Power and Equipment Order form online by clicking [here](#).

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, please click [here](#) to complete the online order form no later than **Wednesday, June 11th**. If you have any questions placing an order online, please contact Omar Zapata at omar.zapata@encoreglobal.com or phone 720-934-5689.

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.

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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 Embassy Suites Downtown Denver Convention Center are responsible for lost or stolen items.**

Shipping Guidelines

Inbound Shipping – Direct Shipping

If you plan to ship your booth materials directly to Embassy Suites Denver Downtown, please address your materials as follows:

Guest/Recipient's Name/Date of Arrival
Optica Design and Fabrication Congress
C/O Embassy Suites Denver Downtown Convention Center
1420 Stout Street
Denver, CO 80202
Box # _____ of # _____

The hotel will begin accepting shipments no earlier than Wednesday, June 11th. Your booth materials will be stored in a secure location prior to the show and will need to be picked up at the front desk located on the 4th floor. Boxes should be numbered 1 of 5, 2 of 5, 3 of 5, etc. Deliveries of more than (1) one box will be assessed a handling fee. Our box handling fees are as follows: 2-5 boxes, \$5.00 per box; 6-25 boxes, \$10.00 per box. The fee for more than 26 boxes or boxes of unusual size or weight will be negotiated. Any large boxes or any materials requiring handling and delivery will be assessed an additional \$250.00 flat fee.

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 Embassy Suites Downtown Denver Hotel.

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Please note that the Embassy Suites does not have a shipping facility on-site, so please make prior arrangements to have your boxes returned to your organization with a prepaid return label. Should the hotel ship your boxes back to your organization they will be subject to a handling fee of \$10.00 per box and \$100.00 per pallet. Any large boxes or any materials requiring handling and delivery will be assessed an additional \$250.00 flat fee. Boxes left behind one week, will be discarded.

If shipping a pallet, please let your freight provider know that we do not have a proper loading dock at the hotel, and they will need to do final delivery via a lift-gate truck.

Preferred Customs Broker

Airways Freight is OPTICA's Preferred Vendor for international shipping for the 2025 Optica Design and Fabrication 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 or Brock Wood at brockw@airwaysfreight.com for more information. See order forms located at the end of the service manual.

NOTE: If you are shipping from outside of the U.S. to the Embassy Suites Downtown Denver 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 **2025 Optica Design and Fabrication 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 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 exhibitor registration link [here](#).

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Each exhibiting company receives three (3) complimentary badges. **(As a reminder, please use the exhibit registration portal to register and add any additional attendees.)**

- One (1) Exhibitor Technical Badge – includes access to all technical sessions, exhibits, the Congress reception and access to papers on Optics InfoBase.
- Two (2) Exhibitor Personnel Badges – 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.

On-site Hours

The Registration Desk will be located inside the Silverton Ballroom and will be open during the following hours for your exhibiting company's staff to pick up their badges:

Sunday, June 15	Monday, June 16	Tuesday, June 17	Wednesday, June 18	Thursday, June 19
14:00 – 17:00	07:00 – 18:30	07:00 – 18:30	07:00 – 17:00	07:00 – 17:00

Promotional Opportunities

Maximize your company's meeting presence through the unique sponsorships available at the Design and Fabrication 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

Reservation Deadline: May 14, 2025

OPTICA has reserved special room rates at hotel. 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 \$15 per night plus taxes

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Please Note:

Housing poachers are companies offering discounted hotel rates and may claim to be working with the Design and Fabrication 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 Design and Fabrication 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.