

Optica OIC — Optical Interference
Coatings Conference

EXHIBITOR SERVICE MANUAL

Optica OIC — Optical Interference Coatings Conference

18 - 23 May 2025
El Conquistador Tucson, A Hilton Resort
Tucson, Arizona, USA

OPTICA

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Welcome!

Thank you for participating in the Optica OIC – Optical Interference Coatings Conference at El Conquistador Tucson, A Hilton Resort. 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, 18 April	Hotel Room Reservation Deadline
Thursday, 15 May	Booth Services Orders Due
Monday, 12 May	El Conquistador Tucson Begins Accepting Booth Shipments

Exhibit Schedule – Turquoise II-III

Date	Time
Sunday, 18 May	
Exhibitor Move-in	10:00 – 17:00
Welcome Reception (Poolside Courtyard)	17:30 – 19:00
Monday, 19 May	
Exhibits	09:30 – 17:30
Exhibits & Coffee Break	09:30 – 10:00
Exhibits & Poster Session	11:00 – 12:00
Exhibits & Coffee Break	15:00 – 15:30
Exhibits & Poster Session	16:15 – 17:30
Tuesday, 20 May	
Exhibits	09:30 – 17:30
Exhibits & Coffee Break	09:30 – 10:00
Exhibits & Poster Session	11:00 – 12:00
Exhibits & Coffee Break	15:00 – 15:30
Exhibits & Poster Session	16:15 – 17:30
Exhibits & Poster Session	17:45 – 19:30

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Wednesday, 21 May

Exhibits	09:30 – 17:30
Exhibits & Coffee Break	09:30 – 10:00
Exhibits & Poster Session	11:00 – 12:00
Exhibits & Coffee Break	15:00 – 15:30
Exhibits & Poster Session	16:15 – 17:30
Conference Reception*	18:00 – 20:00

Thursday, 22 May

Exhibits	09:30 – 17:30
Exhibits & Coffee Break	09:30 – 10:00
Exhibits & Poster Session	11:00 – 12:00
Exhibits & Coffee Break	15:00 – 15:30
Exhibits & Poster Session	17:45 – 19:00
Exhibits Move-Out	19:01 – 22:00

(This schedule is as of February 13, 2025. For an up to date schedule, please click [here](#).)

*All exhibits must be completely installed by 09:00 Monday, 19 May.

****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 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 **Turquoise II-III**. 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

Electric Services/power supply, telephone and IT services are provided by AVMedia, Inc. 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: Jaymie Uchiyama (jaymie.uchiyama@avmediainc.com 520-283-5999). For electrical services, complete the Electrical Power and Equipment Order form in this Manual.

Audio Visual and Internet Service

AVMedia, Inc. 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 **Thursday, 15 May 2025**. If you have any questions regarding the order form, contact Jaymie Uchiyama at jaymie.uchiyama@avmediainc.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.

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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 El Conquistador Tucson are responsible for lost or stolen items.**

Shipping Guidelines

Inbound Shipping – Direct Shipping

If you plan to ship your booth materials directly to El Conquistador Tucson, please address your materials as follows:

Attention: Exhibitor Name & Company Name
Optica OIC – Optical Interference Coatings Conference
Address: Hilton El Conquistador
10000 N. Oracle Road
Tucson AZ 85704
Box # ____ of # ____

The hotel will begin accepting shipments no earlier than Monday, 12 May. Your booth materials will be stored in a secure location prior to the show and delivered to the exhibit area (Turquoise II-III) on Sunday, 18 May. If your booth staff needs to retrieve their booth materials prior to exhibit set-up time, they may contact the hotel's shipping manager, Howard Clark at howard.clark@hilton.com or 520-544-1706.

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 the El Conquistador Tucson.

Preferred Customs Broker

Airways Freight is OPTICA's Preferred Vendor for international shipping for the Optica OIC – Optical Interference Coatings Conference. 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. Additional information about Airways Freight is included in this manual.

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NOTE: If you are shipping from outside of the U.S. to the El Conquistador 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 Badge

Exhibiting Company staff must register online. Signing up as an exhibiting company for the **Optica OIC – Optical Interference Coatings Conference** 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 20 January 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.

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.

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On-site Hours

The Registration Desk will be located in the Turquoise II-III and will be open during the following hours for your exhibiting company’s staff to pick up their badges:

Sunday, 18 May	Monday, 19 May	Tuesday, 20 May	Wednesday, 21 May	Thursday, 22 May	Friday, 23 May
07:00 – 15:30	07:30 – 19:00	07:30 – 17:00	07:00 – 17:00	07:00 – 17:00	07:00 – 12:00

Promotional Opportunities

Maximize your company’s meeting presence through the unique sponsorships available at the Optica OIC – Optical Interference Coatings Conference. 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: 18 April 2025.

OPTICA has reserved special room rates at El Conquistador. Click [here](#) for information on hotel reservations, travel and transportation, and letters of invitation and visa information.

Room Rates:

Single/Double	US \$179, 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 **Optica OIC – Optical Interference Coatings Conference**. 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 OIC – Optical Interference**

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Coatings Conference 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.

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Show Name: _____

Booth number: _____ Company name: _____

SHIP TO: (DESTINATION)		Bill TO: (IF DIFFERENT OR FOR CREDIT CARD)	
Company Name		Company Name	
Street Address		Mailing Address	
City, State, Zip		City, State, Zip	
Contact Name	Phone	Contact Name	Phone

Piece count of shipment:	ESTIMATED WEIGHT			____/____/____	
	Next Day	2 nd Day	Economy	Signature	Date
Service Level:(Check One)	<input type="checkbox"/> Next Day <input type="checkbox"/> 2 nd Day <input type="checkbox"/> Economy			Additional Insurance	
				\$	← Insurance amount
(Cost for additional insurance is \$8.50 per \$1,000.00 insured value)					

Circle One)



PLEASE PROVIDE CREDIT CARD INFORMATION BELOW!

(3% convenience fee applies to all credit card transactions)

Name on Card: _____

Email for receipt: _____

Card Number _____ Exp Date _____ Sec Code _____

Cardholder Signature: _____

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TRADESHOW@AIRWAYSFREIGHT.COM



Exhibitor Form AV Request



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Deadline for Advance Requests Must Be Received By: 05/15/25

Requests after Deadline Will Incur Logistics and Rush Fee. **NO REQUESTS** will be Accepted After 05/18/25

Tradeshow Information	
Vendor/Company Name:	
Contact Name and Booth #:	
Contact Mobile Phone #:	
Company Phone #:	
Company Address:	
Contact Email:	

Electrical

One-Time Charge

List Quantity Below	Power Requests	Advanced Requests	Non-Advanced Requests**	Total
	110 Volt / 20 Amps (Includes Ext Cord & Power Strip)	\$50.00	\$65.00	
	208 Volt 3-Phase Up to 30 Amps	\$65.00	\$85.00	
	208 Volt 3-Phase Up to 60 Amps	\$100.00	\$125.00	

Internet

One-Time Charge

List Quantity Below	Internet Requests	Advanced Requests	Non-Advanced Requests**	Total
	Hardline - Upload/Download Speed Up to 25 Mbps	\$100.00	\$125.00	
	WiFi - Upload/Download Speed Up to 25 Mbps	\$10.00	\$15.00	

Video / Audio

One-Time Charge

List Quantity Below	Video and Audio Requests	Advanced Requests	Non-Advanced Requests**	Total
	75" TV with Rolling Stand - HDMI Cabling Included	\$900.00	\$950.00	
	55" TV with Rolling Stand (HDMI Cabling Included)	\$450.00	\$500.00	
	24" Monitor with Table Top Stand (HDMI Cabling Included)	\$150.00	\$200.00	
	Wired Mic w/QSC K8 Speaker & Stand	\$140.00	N/A	

**** Non-advanced requests will be handled on a first-come, first-serve bases, and are subject to product availability**

**** Labor is included in all pricing**

Summary of Charges	
Total Charges	
Tax 8.6%	
Total Amount Due	

Payment

Credit Card
Check

Credit card payment to be coordinated directly with AVmedia - 4% processing fee will be applied

Check must be received (7) days prior to setup date

THE CHOICE OF SERVICE(S) IS SOLELY THAT OF THE CLIENT. EL CONQUISTADOR RESORT ASSUMES NO RESPONSIBILITY OR LIABILITY SHOULD THE CHOICE PROVE TO BE AN ERROR.

Client Signature: _____ Date: _____

Please send completed form to TUS02@AVmediaInc.com with

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Charges are for Setup, Strike, and Onsite Support Through Duration of Tradeshow
 Setup to Occur on 5/18 - Turquoise II/III - Vendor Access Monday, May 19th
 Strike to Occur on 05/23

For questions about this form or other equipment, please contact AVmedia at TUS02@AVmediaInc.com