

EXHIBITOR SERVICES MANUAL

# Optica Advanced Photonics Congress

28 July – 01 August 2024  
Centre des congrès de Québec  
Québec City, Québec, Canada

Co-Located Topical Meetings:

Bragg Gratings, Photosensitivity and Poling in Glass Waveguides (BGPP)

Integrated Photonics Research, Silicon and Nanophotonics (IPR)

Nonlinear Photonics (NP)

Novel Optical Materials and Applications (NOMA)

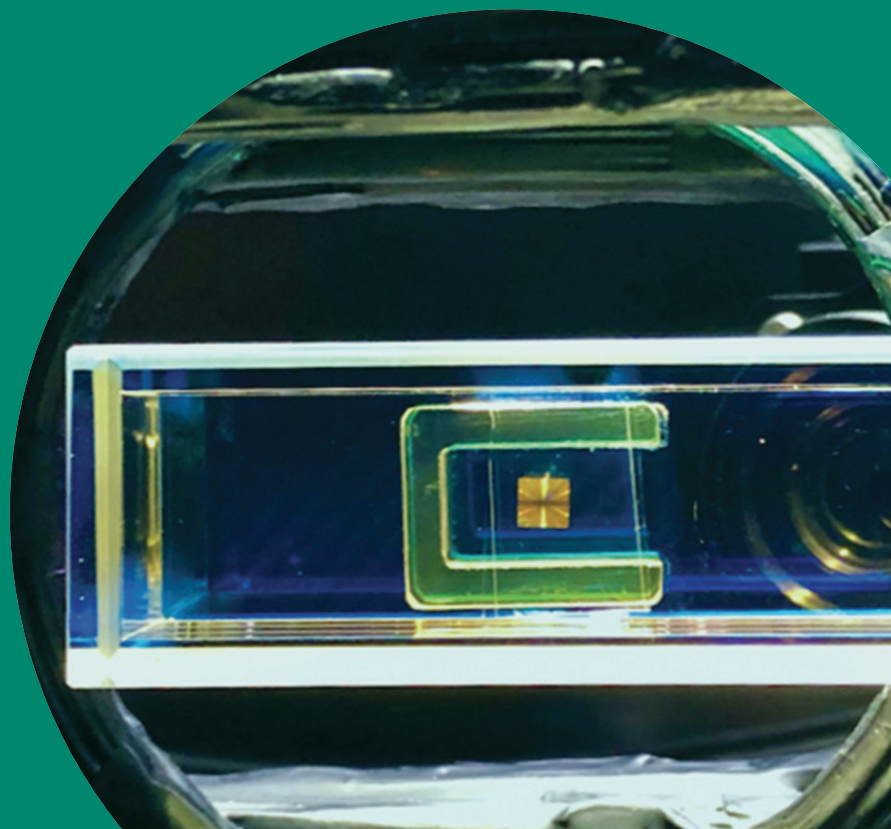
Solar Energy and Light-Emitting Devices (SOLED)

Photonic Networks and Devices (Networks)

Signal Processing in Photonic Communications (SPPCom)

Specialty Optical Fibers (SOF)

[Optica.org/PhotonicsOPC](https://Optica.org/PhotonicsOPC)



# Optica Advanced Photonics Congress

## Welcome!

Thank you for participating in the 2024 Optica Advanced Photonics Congress at the Québec City Convention Centre, Québec, Canada. 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](mailto:exhibits@optica.org).

## Important Deadlines

Deadline Date	Item
26 April 2024	Delta Hotels Marriott Québec Reservation Deadline
27 May 2024	Hilton Québec City Reservation Deadline
21 June 2024	Congress App and Online Listing Form Deadline
02 July 2024	Advance Registration Deadline
12 July 2024	Québec City Convention Centre Early Bird Deadline
19 July 2024	Encore Booth Orders Deadline
22 July 2024	Québec City Convention Centre Online Orders Deadline
22 July 2024 at 16:01	Québec City Convention Centre Post-deadline Orders Begin

## Congress App and Online Listing Form – Deadline: **Friday, 21 June 2024**

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 and Online Listing Instructions on the next page no later than **21 June 2024**.

**Online Listing Submission Deadline: Friday, 21 June 2024**

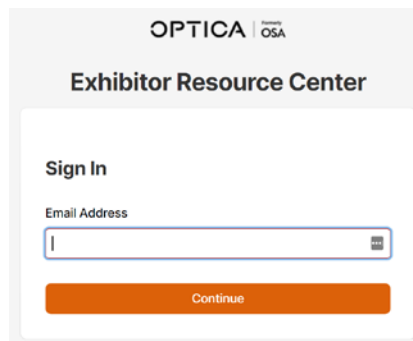
Any changes or submissions received after this deadline may not be reflected in the Conference App. Exhibiting companies may continue to submit changes to their Online Listing at any time. Should a company miss this deadline, only the contact information entered by the exhibitor in the online profile 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](mailto:exhibits@optica.org) if you have questions.\*\*\***

Each exhibiting company receives one free listing in the Conference App. In addition, each company will receive one (1) Online Listing and one (1) in the Conference App.

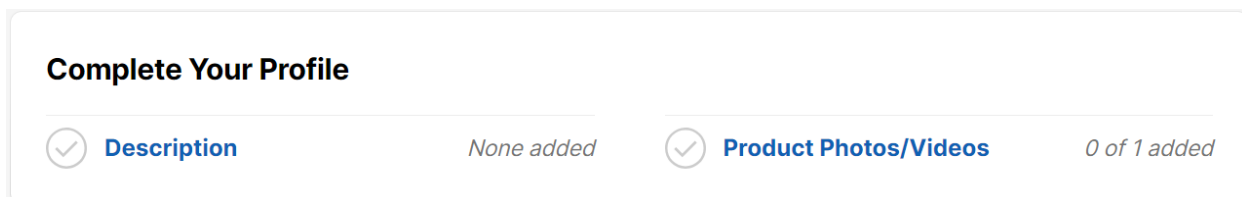
**Submission Instructions:**

1. Go to <https://opticaevents2024.exh.mapyourshow.com> and log in to your Exhibitor Resource Center using your assigned credentials received by email from [service@mapyourshow.com](mailto:service@mapyourshow.com). Please contact [exhibitaccounts@optica.org](mailto:exhibitaccounts@optica.org) if you have not received your credentials.



The screenshot shows the 'Exhibitor Resource Center' sign-in page. At the top, it says 'OPTICA | OSA'. Below that is the title 'Exhibitor Resource Center'. The main heading is 'Sign In'. There is a label 'Email Address' above a text input field. Below the input field is an orange 'Continue' button.

2. Click on the "Description" button under Complete Your Profile to go to the submission site.



The screenshot shows the 'Complete Your Profile' section. It has a title 'Complete Your Profile'. Below the title, there are two items: 'Description' with a checkmark icon and the text 'None added', and 'Product Photos/Videos' with a checkmark icon and the text '0 of 1 added'.

3. Under Company Information, enter Headquarter Information. Enter the company name, address, city, state/ province, postal code, country, telephone, Company Email, Company description, and applicable social media sites. Please enter Company Email and Company Description **as you wish attendees to see**. This should be a **general email** or an **information email, not your personal email**.

# Optica Advanced Photonics Congress

## Company Information

If changes/corrections to company name or address, please submit to Exhibit Sales Team at [exhibitsales@optica.org](mailto:exhibitsales@optica.org).

\* Indicates a required field

\* **Company Name**

**Address**




4. Click "Update Company Information" button once information entered.

### Edit Company Information

\* **Company Name**

\* **Address**

**City**

**State/Province**

**Postal Code/Zip Code**

\* **Country**

**Telephone**

**Fax**

\* **Company Email**

Please use the full URL for website

**Website**

**Facebook**

**Instagram**

**LinkedIn**

**Twitter**

**Company description**  40 Words Left

5. Where the submitted information will appear:

Online Listing (online only)	Conference App
Headquarter Information (all information)	Headquarter Information (all information)
Online Company Profile (all information)	Online Company Profile (all information)
<b>Categories</b>	
Products & Multi-Media <i>Gold &amp; Silver Online Listing upgrades only</i>	N/A

# Optica Advanced Photonics Congress

6. To ensure **complete** and **accurate** information for your listing in your Online Listing, please review and submit the following:

Online Listing Features	Standard Level	Silver Level	Gold Level
	Included	USD 295	USD 495
Contact Information	✓	✓	✓
Booth Number	✓	✓	✓
Website	✓	✓	✓
Links to Social Media	✓	✓	✓
Product Categories	✓	✓	✓
50-Word Company Description	✓	✓	✓
Product Gallery Image with Description	1	2	5
Show Features	1	2	5
Event Online Contacts	1	2	4
Pieces of Collateral	-	2	4
Show Offer	-	1	1
Company Logo	-	✓	✓
Exhibitor Scheduled Events	-	-	4
Priority Placement in Search Results	-	-	✓
Highlighted Booth with Corner Peel	-	-	✓

## Upgrade Your Online Listing

Be sure to stand out from your competition and give attendees more detail about your company offerings. An upgraded Online Listing is a great investment for maximum web exposure. Reach out to the Exhibit Sales Team to upgrade your Online Listing at [exhibitsales@optica.org](mailto:exhibitsales@optica.org).

## Sharing Your Exhibit Space with Another Division of Your Company?

There is a USD 250 fee for each Booth Share. To include separate printed and Online Listings for another division or branch of your company, please contact the Exhibit Sales Team at [exhibitsales@optica.org](mailto:exhibitsales@optica.org) to secure your Booth Share.

# Optica Advanced Photonics Congress

## Exhibit Schedule – Hall 2000 BC

Date	Time
<b>Sunday, 28 July</b>	
Exhibitor Move-in	15:00 – 17:00
<b>Monday, 29 July</b>	
Exhibitor Move-in	07:00 – 09:30*
Coffee Break with Exhibitors	10:00 – 10:30
Coffee Break with Exhibitors	16:00 – 16:30
Congress Reception	18:30 – 20:00**
<b>Tuesday, 30 July</b>	
Joint Poster Session and Coffee Break with Exhibitors	10:00 – 12:00
Coffee Break with Exhibitors	16:00 – 16:30
Industry Social Engagement Event	18:30 – 19:30**
<b>Wednesday, 31 July</b>	
Coffee Break with Exhibitors	11:00 – 11:30
Coffee Break with Exhibitors	16:00 – 16:30
Exhibitor Move-out	16:31 – 19:00
Congress Banquet	19:00 – 21:00**

\*All exhibits must be completely installed by 09:30 on Monday, 29 July.

\*\***Special Events:** EXTs are invited to attend the Congress Reception. Additional tickets may be purchased at the cost of USD 65 per EXP. Exhibitors are invited to the Industry Social Engagement Event. Exhibitors are invited to attend the Congress Banquet at the Musée de la Civilisation at a cost of USD 90 per person.

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.

# Optica Advanced Photonics Congress

## Booth Display Details

The exhibits, poster sessions, and coffee breaks will all take place in Hall 2000 BC. 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) 6ft x 30" table, skirted
- Two (2) chairs
- Wastebasket
- Company identification sign

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

### ***General Services Contractor – Coming Soon!***

Please hold tight! We will share more information closer to the exhibition.

### ***Electrical Services, Telephone, IT services***

Electric Services/power supply, telephone and IT services are provided by the Québec City Convention Centre. 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. If you have any questions regarding the order form, contact Exhibitor Services – +1 418.649.7711, Ext. 4030 or +1 888.679.4000; [services@convention.qc.ca](mailto:services@convention.qc.ca)

**The Québec City Convention Centre offers a 20% discount on services ordered before 16:00 on Friday, 12 July.** Orders forms will be online until **16:00 on Monday, 22 July** - <https://www.convention.qc.ca/en/exhibitors/order-forms/exhibitor-services/>. **Please note onsite orders are 20% more expensive than the regular rate.**

*Also available only upon request: electricity other than 120 V 15 A, temporary staffing, plumbing, security, booth cleaning, and related services.*

## Optica Advanced Photonics Congress

### ***Audio-Visual and Internet Service***

Encore is the exclusive provider of 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 **Friday, 19 July**. If you have any questions regarding the order form, contact [exhibitors-QCCC-ca@encoreglobal.com](mailto:exhibitors-QCCC-ca@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.

### ***Food and Beverage Services***

Maestro Culinaire has exclusivity rights for provisioning food and beverages inside the Québec City Convention Centre walls. All outside alcoholic beverages including those for personal use are forbidden by virtue of the most current and valid liquor permit issued by government instances. All sales or distribution of food samples at a booth require advance authorization from Maestro Culinaire prior to the event.

Maestro Culinaire

Francesca Morin

Telephone: +1 418.649.7711, ext. 4614

[francesca.morin@maestroculinaire.ca](mailto:francesca.morin@maestroculinaire.ca)





QUEBEC CITY CONVENTION CENTRE  
ORDER FORM  
AUDIOVISUAL / INTERNET



COMPANY: \_\_\_\_\_  
 ORDERED BY: \_\_\_\_\_  
 STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 PROV./STATE: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_  
 ROOM/BOOTH: \_\_\_\_\_  
 INSTALLATION DATE: \_\_\_\_\_ HOUR: \_\_\_\_\_  
 EXHIBIT START DATE: \_\_\_\_\_ HOUR: \_\_\_\_\_  
 EXHIBIT END DATE: \_\_\_\_\_ HOUR: \_\_\_\_\_  
 \*DATE FORMAT: YYYY-MM-DD  
 CONTACT ON SITE: \_\_\_\_\_  
 CONTACT ON SITE CELL PHONE: \_\_\_\_\_

**AUDIOVISUAL**

QUANTITY	AVAILABLE EQUIPMENTS	DAILY RATE	NUMBER OF DAYS			TOTAL
DISPLAY AND FLAT SCREEN MONITORS (floor stand / shelf not included)						
	22" LCD FLAT SCREEN MONITOR	152.75 \$	x	1	=	
	24" LCD FLAT SCREEN MONITOR	152.75 \$	x	1	=	
	32" LCD FLAT SCREEN MONITOR	251.25 \$	x	1	=	
	43" LED FLAT SCREEN MONITOR (USB capability)	439.25 \$	x	1	=	
	52" LCD FLAT SCREEN MONITOR (USB capability)	566.00 \$	x	1	=	
	55" LCD FLAT SCREEN MONITOR (USB capability)	664.75 \$	x	1	=	
	55" LCD FLAT SCREEN MONITOR - TOUCHSCREEN (USB capability)	879.25 \$	x	1	=	
	60" LCD FLAT SCREEN MONITOR (USB capability)	753.75 \$	x	1	=	
	65" LED FLAT SCREEN MONITOR (USB capability)	817.25 \$	x	1	=	
	70" LCD FLAT SCREEN MONITOR (USB capability)	879.25 \$	x	1	=	
	86" LED FLAT SCREEN MONITOR (USB capability)	1,097.75 \$	x	1	=	
	LED DISPLAY ROLL UP (2.5mm) 24"Wx77"H	817.25 \$	x	1	=	
	FLAT MONITOR FLOOR STAND <sup>1</sup> (32" to 86" monitors mandatory add)*	73.50 \$	x	1	=	
	FLAT MONITOR FLOOR STAND SHELF <sup>1</sup>	18.25 \$	x	1	=	
COMPUTER AND ACCESSORIES						
	LAPTOP	274.50 \$	x	1	=	
	B/W LASER PRINTER, 15PPM	152.75 \$	x	1	=	
	COLOR LASER PRINTER	376.75 \$	x	1	=	
AUDIO SYSTEM						
	AUDIO SYSTEM 1 (1 speaker with subwoofer + 1 microphone)	265.50 \$	x	1	=	
	AUDIO SYSTEM 2 (1 speaker with subwoofer + 1 wireless microphone)	393.50 \$	x	1	=	
LIGHTING						
	CEILING BOOTH LIGHTING 10' X 10' (1 x 575 watt LEKO + dimmer)	160.00 \$	x	1	=	
	GOUND SUPPORT BOOTH LIGHTING (4 x LED par + control board)	378.75 \$	x	1	=	
CABLING						
	ADAPTOR CABLE	25.75 \$	x	1	=	
	HDMI CABLE	25.75 \$	x	1	=	
	DVI CABLE	25.75 \$	x	1	=	

1. Rented with monitor only

**INTERNET**

QUANTITY	SERVICES AVAILABLE	RATE	TOTAL
<b>WIRED DAILY INTERNET</b>			
	WIRED DAILY PREMIUM*	350.00 \$	
	ADDITIONAL WIRED DAILY PREMIUM*	175.00 \$	
	WIRED DAILY ULTRA*	160.00 \$	
	ADDITIONAL WIRED DAILY ULTRA*	175.00 \$	
<b>WIRED EVENT INTERNET</b>			
	WIRED EVENT PREMIUM*	620.00 \$	
	ADDITIONAL WIRED EVENT PREMIUM*	175.00 \$	
	WIRED EVENT ULTRA*	840.00 \$	
	ADDITIONAL WIRED EVENT ULTRA*	175.00 \$	
<b>OTHER EQUIPMENT/SERVICES</b>		<b>DAY(S)</b>	
	Network Switch 10/100 (please specify if you require 1gbps, additonnal fees may apply)	1	73.50 \$
	Public Static IP Request - per IP Address		220.00 \$
	POS terminal Activation - per IP Address/Device		220.00 \$
	VLAN progamming (per port)		275.00 \$
<b>LABOR (SETUP,DISMANTLING, PROGRAMMATION)</b>			
	Hourly Rate (min. 4 hours may apply)		135.00 \$
	Daily Rate (max. 10 hours)		1,350.00 \$

Encore does not allow the use of any WI-FI broadcasting device such as: wireless routers, wireless access points or DHCP servers. These devices require our exclusive permission to broadcast. Please contact us.

\*For service package associated speed, please refer to page 2

**BILLING**

TOTAL INTERNET SERVICES

TOTAL AUDIOVISUAL SERVICES

EQUIPMENT:	-	\$
SERVICE:	-	\$
LABOUR:	-	\$
CABLES/CONSUMABLES:	-	\$
SUB-TOTAL:	-	\$
PST 9,975%:	-	\$
GST 5%:	-	\$
TOTAL:	-	\$

EQUIPMENT:	-	\$
DELIVERY:	-	\$
LABOUR - SETUP/DISMANTLE:	-	\$
ELECTRICITY:	-	\$
CABLES/CONSUMABLES:	-	\$
SUB-TOTAL:	-	\$
PST 9,975%:	-	\$
GST 5%:	-	\$
TOTAL:	-	\$

**CREDIT CARD PAYMENT**

Please contact us : 1 418 649-5225

**TOTAL AUDIOVISUAL / INTERNET SERVICES**

- \$

Please send your completed order form to the following email address:

[Exhibitors-QCCC-ca@encoreglobal.com](mailto:Exhibitors-QCCC-ca@encoreglobal.com)



QUEBEC CITY CONVENTION CENTRE  
ORDER FORM  
AUDIOVISUAL / INTERNET



**INSTRUCTION FOR USE**

- 1 It couldn't be simpler! Just complete the form on-line, save to your desktop, & e-mail to the e-mail address above.

**TERMS & CONDITIONS**

- 1 Please forward payment in full with your order.  
**INSTRUCTION FOR SUBMITTING YOUR CREDIT CARD NUMBER**  
\* For your security, please complete all information relating to your credit card except for the Credit Card Number.  
\* Email the completed form and provide the Credit Card Number in two separate transmissions so that one Email does not contain the full Credit Card number  
\* Another option is to contact us to give the Credit Card number by phone, or use facsimile transmission if such medium is available to you.
- 2 Orders received less than 7 days prior to setup date may be subject to additional charges.
- 3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.
- 4 Your authorized representative must be at your booth at specified date & time to accept delivery of equipment.  
*Please note: we cannot leave equipment in your booth without your representative there to receive it.*
- 5 The equipment is your responsibility until picked up by Encore representative.  
*Please do not leave equipment unattended in your booth when the show finishes*
- 6 Any extension of the rental period must be arranged prior to termination of the original rental period.
- 7 Customer is liable for full replacement value or rented equipment & is responsible for insuring said equipment.
- 8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.
- 9 Encore is not responsible for any equipment performance problem caused by customer's software.

**INTERNET TERMS & CONDITIONS**

Any equipment that is found to be causing disruptions to any part of the Encore infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of Encore. Encore does not provide technical support for computer hardware or software related issues. Encore does not provide technical support on any issues related to the configuration of your computer equipment. All devices that are used on the Encore network for Internet Access shall acquire a Dynamically Assigned IP Address that is automatically assigned by the Encore server. Encore does not allow the use of any WI-FI broadcasting of such devices will result in the immediate termination of services ordered without refund.

**Internet Speed Package Information**

**PREMIUM:**

**Recommended for:**

Standard Definition webcasting  
High Definition Video Streaming  
Greater social media application speed  
Large file sharing

**Associated Speeds (facility dependent)**

Download - approx. 15 mbit/s  
Upload - approx. 15 mbit/s

**ULTRA:**

**Recommended for:**

High Definition Webcasting  
Ultra high definition video streaming  
Ultra large file sharing

**Associated Speeds (facility dependent)**

Download - approx. 25 mbit/s  
Upload - approx. 25 mbit/s



QUEBEC CITY CONVENTION CENTRE  
ORDER FORM  
AUDIOVISUAL / INTERNET



**THIS PAGE IS REQUIRED FOR WIRED CONNECTIONS ONLY**

BUSINESS:

EVENT NAME:

BOOTH NO:

Date communications cabling: Encore is the exclusive installer of Data communications cabling. Encore provides cabling to booths, within booth (excluding under carpet installation) and from Booth-to-Booth. Fibre optic, twisted pair (Cat 5E and 6), and all other data related cables fall under Encore's area of expertise. Please contact us for further details and pricing

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us.

Adjacent Booth or Aisle No.


Please mark the floor plan using the following designations

X = Internet Connection

Orientation = The booth or aisle #,s surrounding your booth. A minimum of two surrounding Booth or Aisle # is required (3 or more would be more helpful) for Encore to accurately install your service.

# Optica Advanced Photonics Congress

## 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 Québec City Convention Centre are responsible for lost or stolen items.**

## Shipping Guidelines and Handling

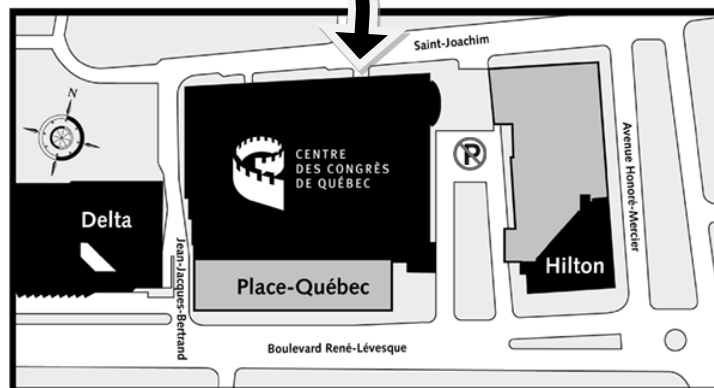
### *Inbound Shipping – Direct Shipping*

The Convention Centre will begin accepting shipments no earlier than **Friday, 26 July**. Your booth materials will be stored in a secure location prior to the show and delivered to the Exhibit area, Hall 2000 BC, on Sunday, 28 July at 12:00. **\*A pre-show storage fee may apply for exhibit material delivered before Friday, 26 July.**

**NOTE:** Exhibitors who ship material to the Québec City Convention Centre agree that their material be handled by Convention Centre staff and that a **handling fee will be charged**. To take advantage of the early rate, you should complete the *Handling and Storage Package Order Form* available online at:

<https://www.convention.qc.ca/en/exhibitors/orderforms/exhibitor-services/>

Level 1 Loading Dock  
[875, rue Saint-Joachim](#)  
[Québec QC G1R 5V4](#)




Exhibitors arriving with their material at the loading dock in their own vehicles may handle their material personally using the four-wheel dollies provided by the Convention Centre. **Trucks and semi-trailers cannot exceed 48 feet (14.63 m) in length and 13 feet (3.96 m) in height.**

# Optica Advanced Photonics Congress

If you plan to ship your booth materials **directly** to the Québec City Convention Centre, please address your materials as follows:

FROM:  
Address  
Phone Number  
# of Packages: \_\_\_\_ of \_\_\_\_  
Carrier Name  
Customer Broker  
EXHIBITING COMPANY NAME:  
BOOTH #:  
EVENT NAME: Optica Advanced Photonics Congress

**QUÉBEC CITY CONVENTION CENTRE  
LEVEL 1 LOADING DOCK  
ROOMS 2000BC  
875 RUE SAINT-JOACHIM  
QUÉBEC CITY, QC G1R 5V4**



**\*\* Important:**

- **A material handling fee applies** for moving **empty** containers from booth to the storage area and for their return at the end of the exhibition, **even for exhibitors who deliver and pick up their own material.**
- Storage of empty containers during the event is mandatory. All exhibitors are required to fill out a [Handling and Storage Order Form](#), available on the Convention Centre website or at the mobile service booth during the move-in period.
- The service includes free labels for identifying empty containers and available at the mobile service booth. Please write the booth number in large print.
- For safety reasons, exhibitors may not store their empty containers themselves.
- Municipal fire safety regulations also prohibit storage of empty cardboard boxes or packing crates in or behind booths.
- Exhibitors who prefer not to pay for the storage of their empty containers at the Convention Centre are responsible for removing and storing them off site and bringing them back during teardown.
- The Québec City Convention Centre has exclusive handling rights at all loading docks and in all exhibit halls. Forklifts and electric or manual pallet trucks cannot be brought in from outside the Convention Centre. For all onsite handling enquiries, see the dock master or contact the Exhibitor Services Manager.

# Optica Advanced Photonics Congress

## ***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 Québec City Convention Centre; **a forced freight fee may apply**. Pick up deadline is **no later than 19:00 on Thursday, 01 August 2024**.

Exhibitors who choose not to use the official carrier to return their material have the following responsibilities:

1. Call their carrier in advance to have their material picked up on move-out day, **before the move-out deadline**.
2. Attach a copy of their electronic bill of lading on all packages or complete a regular bill of lading by hand in three copies, making sure to include their account number. Note: The Convention Centre does not provide bills of lading for any carrier. See the official carrier and customs broker onsite if necessary.
3. Number all packages (e.g., 1 of 2, 2 of 2) and specify their shipping address, their cell phone number, and their booth number.
4. Notify the dock master when the shipment is ready to be picked up by their carrier. Provide the dock master with a copy of their duly completed bill of lading.

### **Please note:**

- Convention Centre staff are not authorized to call carriers on exhibitors' behalf.
- Shipments leaving Canada require a commercial invoice in three copies, produced by the exhibitor and attached to the bill of lading. Carriers will not pick up packages without these completed forms.

## ***Preferred Customs Broker***

Airways Freight is Optica's Preferred Vendor for exhibitor international shipping for the 2024 Optica Advanced Photonics Congress. All shipments traveling internationally **MUST** use a customs broker. Show Management and the Québec City Convention Centre 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.

NOTE: If you are shipping from outside of the U.S. to the Québec City Convention Centre 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

28 July - 01 August 2024

Centre des congrès de Québec  
Québec City, Québec, Canada

**"OFFICIAL INTERNATIONAL CARRIER"**

# **AIRWAYS FREIGHT**

**LAND • AIR • SEA**®

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- 35+ YEARS IN EVENT SHIPPING
- ON-SITE REPRESENTATION
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- AIR/OCEAN - VENUE TO DOOR RETURN
- US CUSTOMS ENTRY / EXIT SERVICES
- 24/7/365 AVAILABILITY



**REACH US EARLY AT:**  
**INTSHOWS@AIRWAYSFREIGHT.COM**

**+1 800.228.4220**

**USA & Canada +1 800.643.3525**  
**International +1 479.442.6301**  
**www.airwaysfreight.com**

# Optica Advanced Photonics Congress

## 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 2024 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](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:

- 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 Congress Technical Badge (EXT) for USD 699 before or on **02 July 2024** (USD 910 afterward). To purchase, proceed through the registration process. Rather than input a discount code, supply payment information to purchase this upgrade.**

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](mailto:ExhibitorReg@optica.org).

### *On-site Hours*

The Registration Desk will be located on Level 2 in the Hall 2000 Pre-Function Area and will be open during the following hours for your exhibiting company's staff to pick up their badges:

Sunday, 28 July	Monday, 29 July	Tuesday, 30 July	Wednesday, 31 July	Thursday, 01 August
14:00– 17:00	07:00 – 19:00	08:00 – 19:00	08:30 – 17:30	07:30 – 17:00



# Optica Advanced Photonics Congress

## Promotional Opportunities

Maximize your company's meeting presence through the unique sponsorships available at the 2024 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](mailto:exhibitsales@optica.org).

## Hotel and Travel

**Delta Hotels Marriott Québec Reservation Deadline: *Friday, 26 April***

**Hilton Québec City Reservation Deadline: *Monday, 27 May***

Optica has reserved special room rates at Delta Hotel Marriott Québec and Hilton Québec City. Click [here](#) for information on hotel reservations, travel and transportation, and letters of invitation and visa information.

### Room Rates:

Delta Hotels Marriott Québec	Fee*
Guest Room	CAD 300
Hilton Québec City	Fee*
Mountain View	CAD 309
Parliament View	CAD 329

**\* Plus 3.5% housing tax, 5% GST and 9.975% PST**

### Please Note:

Housing poachers are companies offering discounted hotel rates and may claim to be working with the 2024 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 2024 Optica Advanced Photonics Congress do not provide them with any contact information.

# Optica Advanced Photonics Congress

If you are contacted by any non-official vendors, always ask them to send you details in writing and please provide [exhibits@optica.org](mailto: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.

## Important Travel Information

Canada Border Services Agency (CBSA) International Events and Convention Services Program (IECSP) has officially recognized the 2024 Optica Advanced Photonics Congress. To facilitate Canadian border procedures, it is recommended that participants present a copy of the official letter of recognition (see next two pages) to a CBSA Border Services Officer upon their arrival to Canada.



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Canada Border Services Agency  
International Events and Convention Services Program  
191 Laurier Avenue West, 7<sup>th</sup> Floor  
Ottawa, ON K1A 0L8

October 13, 2023

File # QUE\_2024\_13848

Optica  
2010 Massachusetts Ave NW  
Washington, DC 20036  
USA

Dear Rachel Smith,

In response to your correspondence dated October 3, 2023; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**Optica Advanced Photonics Congress**  
**July 28, 2024**  
**Centre des congrès de Québec**  
**Québec City, Québec**

The information provided to the CBSA states there will be approximately 320 attendees to which 80% are foreign to Canada and that the event is closed to the general public with no sales.

As outlined in your correspondence, this event is expecting approximately 2 foreign exhibitors who are importing display booths, meeting supplies, IT equipment and industry-related items for use at the event.

It should be noted that, non-Canadian exhibitors may import display items and exhibit booth temporarily as outlined in the provisions of tariff classification **9993.00.00.00** duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

It has been determined that this event qualifies under the provisions of the *Foreign Organization Remission Order* as outlined in tariff classification **9830.00.00.00**. Conference materials (i.e. office paraphernalia, souvenirs, printed matter, pens, decorations, etc.) may enter Canada free of duty and taxes, provided the items will be exported upon the completion of the event.

Goods imported as “giveaways” must also be accounted for at time of release on a [Form B3](#) with all applicable duties and/or taxes collected at the time of importation.

Under certain circumstances, the CBSA may waive the requirement for goods being temporarily imported to be documented on the Temporary Admission Permit (Form [E29B](#)) as well as the posting of a security deposit.

At the time of exportation, goods granted temporary admission on a Form E29B or Carnet must be presented along with importer’s/owner’s copies of the appropriate documentation to CBSA for verification and certification. This presentation may occur at a CBSA office inland or at the port of export, depending on the circumstances involved and is necessary for you to receive a refund of any securities posted. Please note that the refund is not immediate.

**For your awareness, to the further spread of coronavirus in Canada, please review the following link carefully: <https://travel.gc.ca/travel-covid>**

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: [www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/inadmissibility.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/inadmissibility.html)

If you are an event coordinator and you have attendees from visa-requiring countries ([www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp)), please contact the Special Events Unit of Immigration, Refugees and Citizenship Canada (IRCC) at [special.events@cic.gc.ca](mailto:special.events@cic.gc.ca) with the specifics of your event. They will assess the visa requirements of your event.

Visa-exempt foreign nationals, **excluding U.S. citizens**, now require an Electronic Travel Authorization (eTA) to fly to or transit through Canada. For more information please visit: [www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html)

Are you flying into Canada? Would you like to potentially cut your processing time in half? The CanBorder – eDeclaration app for your smart phone is quick, simple and secure, operates in airplane mode (once downloaded) and allows you to create a declaration for up to five travellers with the same place of residence. For more information please visit: [www.cbsa.gc.ca/new-neuf/app-eng.html](http://www.cbsa.gc.ca/new-neuf/app-eng.html)

**To facilitate border procedures during entry into Canada, each participant should have a copy of this letter and be in possession of an itemized list of articles stating description, quantity and value for presentation to CBSA officials.**

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

*K Malcolm*

Karen Malcolm  
Regional Coordinator, International Events and Convention Services Program (IECSP)  
Canada Border Services Agency  
Tel: 343-551-8042  
Email: [CBSA-ASFC\\_IECSP-PSEIC\\_QC@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_IECSP-PSEIC_QC@cbsa-asfc.gc.ca)  
Government of Canada

*The information you provide in this document is collected under the authority of Section 107(9) of the Customs Act for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government Departments and/or Agencies (e.g. Immigration, Refugees and Citizenship Canada) for the purposes of providing assistance with admissibility requirements.*

**Canada** 

*Individuals have the right of access to, the protection and correction of their personal information under the **Privacy Act – Section 12**. The information collected is described under the **International Events Personal Information Bank CBSA PPU 040** which is detailed at [www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-airp/infosource-eng.html](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-airp/infosource-eng.html)*

## Health and Safety Practices

### *COVID testing*

- We strongly recommend you self-test before leaving home and upon arriving in the meeting location.
- The Optica website will be a resource for international attendees who may need to secure testing to return to their country, or for any attendee who is feeling unwell and would like to get tested.

### *Vaccinations*

- COVID vaccination records will not be required/checked onsite this year. However, we strongly encourage COVID vaccination and boosters, as vaccines are proven to reduce the threat of critical illness.
- We strongly encourage you to get your flu shot, if available to you in your country, to further reduce the threat of illness.

### *Masks*

- Masks will be available upon request on site.
- Mask wearing for Optica Meeting participants will be a matter of personal choice and preference, and we encourage everyone to be respectful of mask decisions made by other individuals. Wear a mask indoors if you are more comfortable; we ask that you respect those around you that choose to do so.
- We advise high-risk individuals, and those with family or colleagues who are at a higher risk of getting COVID, to wear a CDC-recommended mask, such as the N95 type.

### *Healthy habits*

- Wash hands frequently, including after utilizing washroom facilities.
- Use hand sanitizer.

## Québec City Convention Centre Obligations and Restrictions

The following obligations and restrictions apply to exhibitors and exhibit contractor staff, from setup to teardown.

### *Obligations*

**Recycling and Waste Management** Exhibitors are required to make use of the abundance of equipment provided on site to facilitate the recycling of paper, cardboard, glass, plastics for the duration of the event including set-up and tear down. Additional waste management methods could be provided beyond the aforementioned listed.  
Waste and recycling bins are to be placed in the aisle in front of booth every night after the exhibition closes. These will be emptied by Convention Centre staff at no charge. All bins left inside booths will not be emptied.

### *Restrictions*

**Common Areas** At no time may exhibitors obstruct hallways, elevators, escalators, entrances, exhibit halls, video monitors, emergency exits, or other rooms.

**Pets and Other Animals** The presence of animals must be approved by the Convention Centre prior and before being allowed in the building. Only service dogs are welcome and unrestricted.

**Cooking Appliances** Exhibitors are required to conform to the Convention Centre's fire safety regulations. Please consult the [Security Measures and Fire Prevention](#) available on the Convention Centre website.

**Stickers** All use of self adhesive materials must receive prior approval by the Convention Centre.

**Balloons and Confetti** Use of helium filled balloons must be approved in advance by the Event Coordinator. Exhibitors will be charged recovery fees for all balloons requiring recovery from the ceiling after the exhibition. Confetti and glitter usage is prohibited in the Convention Centre.

**Use of Alcohol during Setup and Teardown** In an effort to reduce the risk of accidents, alcoholic beverages are strictly prohibited during move-in and move-out, unless an exceptional agreement has been contracted with the Convention Centre.

**Children** For safety reasons, children should not be allowed in loading dock area or in the exhibit hall while move-in and move-out are taking place.

**Fire** Exhibitors are required to conform to the Convention Centre's fire safety regulations. Please consult the [Security Measures and Fire Prevention](#) available on the Convention Centre website.

**Noise Restrictions** All equipment subject to producing noise and/or odors susceptible of disturbing exhibitors or visitors must be silenced. Sound levels may not exceed 70 decibels measured at four feet from the source. The Convention Centre reserves the right to be the only judge in the matter.

# Optica Advanced Photonics Congress

- Adhesive Tape** Only the following adhesive tapes are permitted to be used in the Convention Centre and can be purchased on site :
- For walls: 3M no. 7225 Wall-Mounting Tabs
  - For floors: Echo Tape CL-W6033, VI-N6120, or equivalent  
Echo Tape DC-W188F Double-Sided Tape
  - For brick walls: 3M no. 7225 Wall-Mounting Tabs
- Security** The Convention Centre provides round-the-clock building security. However, security will not be responsible for exhibitor property within rented spaces. Exhibitors who wish to hire additional security for their booths will need to see the Exhibitor Services Manager.
- Smoking and Vaping** The Convention Centre offers the public a smoke-free environment. Quebec's *Tobacco Act* passed on May 31, 2006 bans without exception, all smoking within the Convention Centre walls including the loading zones. Smoking is also prohibited within 9 metres of any door.
- Motor vehicles** Exhibitors are required to conform to the Convention Centre's fire safety regulations. Please consult the [Security Measures and Fire Prevention](#) available on the Convention Centre website.

## ***More questions?***

If you have specific questions that are not addressed here, please contact [custserv@optica.org](mailto:custserv@optica.org).