

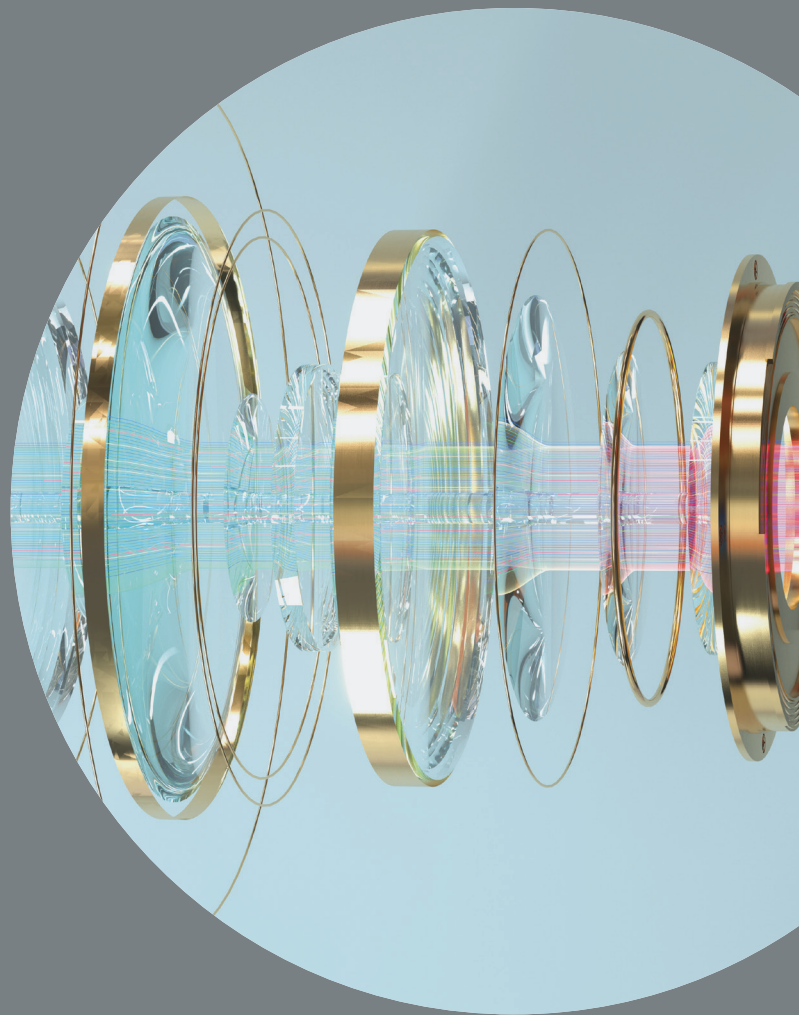
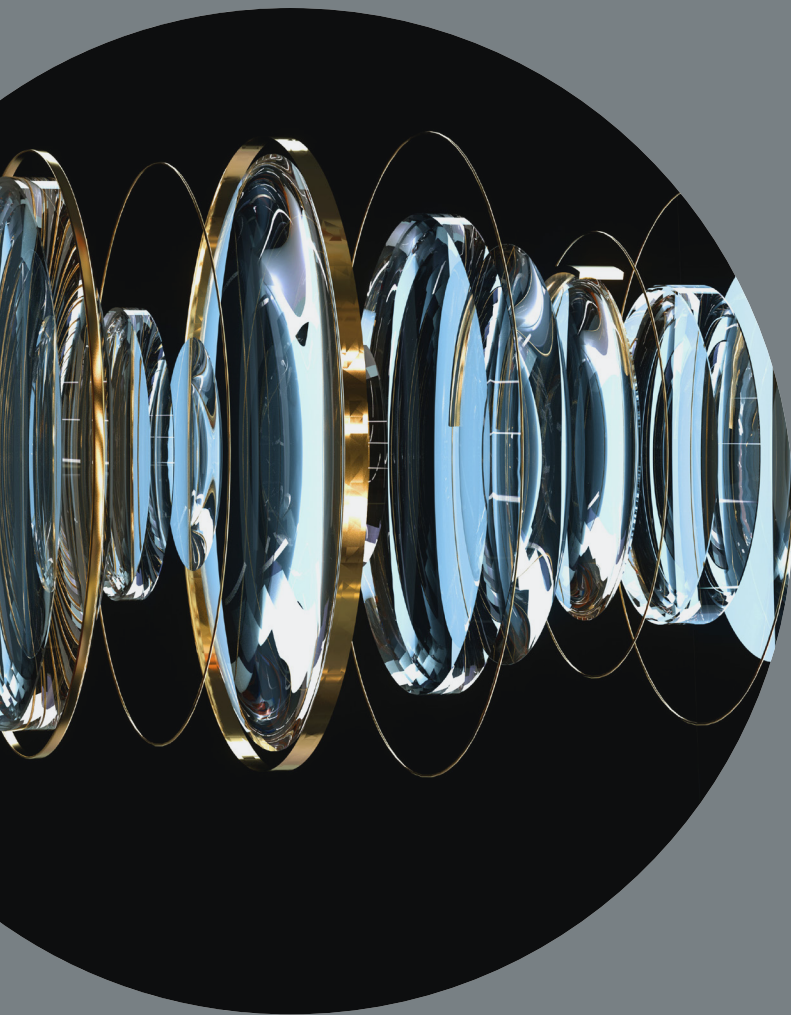
EXHIBITOR SERVICES MANUAL

# Optica Imaging Congress Optica Sensing Congress

15 - 19 July 2024

Le Centre de Congrès Pierre Baudis  
Toulouse, France

[Optica.org/ImagingOPC](https://Optica.org/ImagingOPC)  
[Optica.org/SensingOPC](https://Optica.org/SensingOPC)



# Optica Imaging Congress Optica Sensing Congress

## ***Welcome!***

Thank you for participating in the 2024 Optica Imaging Congress and Optica Sensing Congress at le Centre de Congres Pierre Baudis in Toulouse, France. 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**

<b>Deadline Date</b>	<b>Item</b>
<b>07 June 2024</b>	Congress App and Online Listing Form Deadline
<b>18 June 2024</b>	Advance Registration Deadline
<b>20 June 2024</b>	Booth Orders Due
<b>04 July 2024</b>	Clamageran Expositions begins accepting shipments at Toulouse Airport
<b>10 July 2024</b>	Clamageran Expositions begins accepting shipments at Advance Warehouse
<b>13 July 2024</b>	Clamageran Expositions Shipping Deadline

## **Congress App and Online Listing Form – Deadline: **Friday, 07 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 **07 June 2024**.

**Online Listing Submission Deadline: Friday, 07 June 2024**

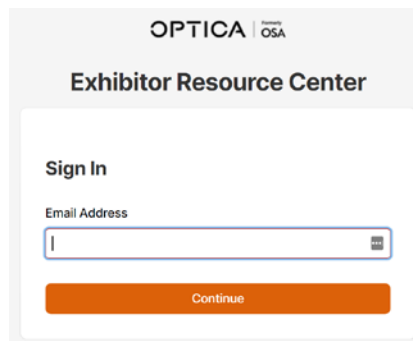
Any changes or submissions received after this deadline may not be reflected in the Congress App. Exhibiting companies may continue to submit changes to their Online Listing at any time. Should a company miss this deadline, only the contact information entered by the exhibitor in the online profile for 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 Congress App. In addition, each company will receive one (1) Online Listing and one (1) in the Congress App.

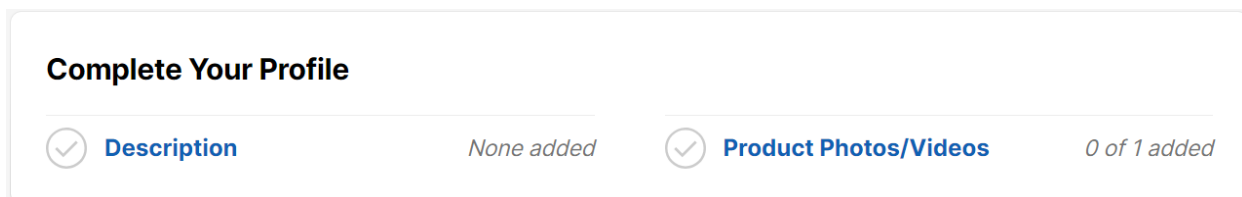
**Submission Instructions:**

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 a web interface for the Exhibitor Resource Center. At the top, it says 'OPTICA | OSA' and 'Exhibitor Resource Center'. Below that is a 'Sign In' section. There is a label 'Email Address' above a text input field. Below the input field is an orange button labeled 'Continue'.

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



The screenshot shows a 'Complete Your Profile' section. It has a title 'Complete Your Profile' and two items listed below. The first item is 'Description' with a checkmark icon and the text 'None added'. The second item is '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 Imaging Congress Optica Sensing 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)	Congress 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 Imaging Congress Optica Sensing Congress

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

<b>Online Listing Features</b>	<b>Standard Level</b>	<b>Silver Level</b>	<b>Gold Level</b>
	<b>Included</b>	<b>USD 295</b>	<b>USD 495</b>
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 Imaging Congress Optica Sensing Congress

## Exhibit Schedule – Ariane Foyer

Date	Time
<b>Sunday, 14 July</b>	
Exhibitor Move-in	15:00 – 17:00
<b>Monday, 15 July</b>	<b>10:00 – 16:30</b>
Exhibitor Move-in	07:00 – 09:30*
Coffee Break with Exhibitors	10:00 – 10:30
Joint Poster Session and Coffee Break with Exhibitors	15:30 – 16:30
<b>Tuesday, 16 July</b>	<b>09:30 – 15:30</b>
Coffee Break with Exhibitors	09:30 – 10:00
Coffee Break with Exhibitors	15:00 – 15:30
<b>Wednesday, 17 July</b>	<b>10:00 – 16:30</b>
Coffee Break with Exhibitors	10:00 – 10:30
Coffee Break with Exhibitors	16:00 – 16:30
Congress Reception	18:00 – 19:30**
<b>Thursday, 18 July</b>	<b>10:00 – 16:30</b>
Joint Poster Session II and Coffee Break with Exhibitors	10:00 – 11:00
Coffee Break with Exhibitors	16:00 – 16:30
Industry Social Engagement Event	18:00 – 19:00
<b>Friday, 19 July</b>	<b>10:00 – 16:30</b>
Joint Poster Session III and Coffee Break with Exhibitors	10:00 – 11:00
Coffee Break with Exhibitors	16:00 – 16:30
Exhibitor Move-out	16:31 – 18:00
Closing Toast	18:00 – 18:30

\*All exhibits must be completely installed by 09:30 on Monday, 15 July.

\*\***Special Events:** EXTs are invited to attend the Congress Reception in Room Cassiopée. Additional tickets may be purchased at the cost of EUR 85 per EXP.

Exhibiting companies' booth staff members are not required to remain at their display for the entire Congress; **however, booths should be staffed during Exhibit Hours, 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 Imaging Congress Optica Sensing Congress

## Booth Display Details

The exhibits, poster sessions, and coffee breaks will all take place in the Ariane Foyer. 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:

- Two (2) 120cm x 60cm table
- Two (2) chairs
- Company identification sign
- Pipe & drape

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.

**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

### ***AV, Electrical, and Telephone/ Internet Services***

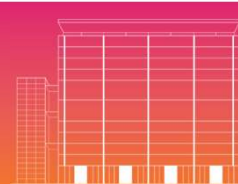
Le Centre de Congres Pierre Baud will be providing audio visual, electric services/power supply, internet, telephone and IT services for this Congress.

For any questions and requests, please reach Stephanie Dham, le Centre de Congres Pierre Baud Manager, at [sdham@toulousecongres.com](mailto:sdham@toulousecongres.com) or +33 07.86.22.57.85. **Booth orders are due on Thursday, 20 June 2024.**

For your convenience, complimentary wireless internet will be available in the exhibit hall for checking emails only, *not* for downloading or connecting to your office.

## Security

Security will not be provided by Optica to monitor the Exhibit Area during exhibit hours or overnight. Show management strongly recommends that you take any valuable equipment (i.e. laptops, small components, or other materials) with you or secure them each night. It is also recommended that you bring a drape or cloth to cover your table each night. Each exhibitor is required to have adequate insurance levels, and basic precautions should be taken. Please do not store valuables under the table, or leave valuable objects such as phones, cameras, etc. on your table unless the booth is staffed. **Neither Show Management nor le Centre de Congres Pierre Baudis are responsible for lost or stolen items.**



## ELECTRICAL SERVICES

	Quantity	Price VAT ex	VAT	Total VAT
<input type="checkbox"/> Power junction 1,5 kw		112,20€	20%	...€
<input type="checkbox"/> Power junction 3 kw		142,72€	20%	...€
<input type="checkbox"/> Boîtier électrique 5 kw		172,00€	20%	...€
<b>TOTAL</b>				<b>...€</b>

## INTERNET SERVICES

Connexion	Quantity (days)	Price VAT ex	VAT	Total VAT
<input type="checkbox"/> internet Connection Wifi 20Mbps (10 devices)		396,42€	20%	...€
<input type="checkbox"/> internet Connection Wifi 10Mbps (5 devices)		198,21€	20%	...€
<input type="checkbox"/> internet Connection Wifi 8Mbps (4 devices)		158,56€	20%	...€
<input type="checkbox"/> internet Connection Wifi 4Mbps (2 devices)		86,49€	20%	...€
<input type="checkbox"/> internet Connection Wifi 2Mbps (1 device)		40,52€	20%	...€
<b>TOTAL</b>				<b>...€</b>



# Optica Imaging Congress Optica Sensing Congress

## Shipping Guidelines

### ***Inbound Shipping – No Direct Shipping***

For security concerns, le Centre de Congres Pierre Baudis cannot receive deliveries from exhibitors at the convention center. Please contact Clamageran Expositions and arrange shipping with this provider.

**Clamageran Expositions will begin accepting shipments no earlier than Tuesday, 04 July 2024.** Your booth materials will be stored either in the Toulouse airport (if arriving prior to the 13 July deadline) or their Advanced Warehouse (**starting on 10 July 2024**) prior to the show and delivered to the exhibit area for move-in. If your booth staff needs to retrieve their booth materials prior to exhibit set-up time, they may contact the shipping manager, Lucien Lawson at [l.lawson@clamageran.fr](mailto:l.lawson@clamageran.fr) or +33 0.6.20.84.78.00. Please ensure shipments arrive by **Saturday, 13 July 2024. In case of a late arrival, we cannot guarantee a timely delivery to your booth.**

### ***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 or coordinate outbound shipping with Clamageran Expositions. Optica cannot take responsibility for any exhibiting company's booth materials left behind at le Centre de Congres Pierre Baud.

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

Clamageran Expositions is Optica's Preferred Vendor for exhibitor international shipping for the 2024 Optica Imaging Congress and Optica Sensing 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. Additional information about Clamageran Expositions is included in this manual.

NOTE: If you are shipping from outside of the U.S. to le Centre de Congres Pierre Baud 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](#).

# CLAMAGERAN EXPOSITIONS



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## CLAMAGERAN EXPOSITIONS

Votre partenaire idéal en logistique événementielle nationale et Internationale.

50 Années d'expérience au service de la logistique des salons, expositions.

Nous sommes en mesure de vous proposer les services suivants:

- Enlèvement de vos marchandises en vos locaux
- Organisation de transport aller et retour (Route - Air - Mer)
- Stockage de votre matériel d'exposition (avant /après salon)
- Déchargement et rechargement de votre camion sur site
- Manutention: livraison / enlèvement sur stand
- Mise à disposition sur site d'engins de manutention avec conducteur (chariot élévateur, nacelle télescopique, plateforme, grue etc...)
- Emballages vides (enlèvement, stockage et retour sur stand en fin salon)
- Formalités en douane (admission temporaire, carnet ATA, réexportation)
- Assistance sur site en France – Europe – Monde (bureaux et magasins permanents sur sites en France)

Merci de nous contacter:

Tél.: (+33) (0) 1 48 63 32 20 / 58

(+33) (0) 1 57 25 18 01 / 03

Email: [Villepinte@clamageran.fr](mailto:Villepinte@clamageran.fr) / [Paris@clamageran.fr](mailto:Paris@clamageran.fr)

*Your true partner in domestic and International events logistics.*

*50 years of experience dedicated to the trade show and event logistics.*

*We are able to provide you with the following services:*

- *Door to booth transportation services worldwide (Air - Sea - Road)*
- *Port or Airport collection - inland transportation*
- *Customs clearance (temporary import - ATA carnet - export)*
- *On site lifting (forklifts - cherry picker - scissor lift - crane)*
- *Empties storage*
- *On site assistance in France – Europe – Worldwide (permanent offices and warehouses on sites in France)*
- *Insurance*
- *Worldwide re-forwarding after show*

*Please contact us:*

*Tel.: (+33) (0) 1 48 63 32 20 / 58*

*(+33) (0) 1 57 25 18 01 / 03*

*Email: [Villepinte@clamageran.fr](mailto:Villepinte@clamageran.fr) / [Paris@clamageran.fr](mailto:Paris@clamageran.fr)*

[www.clamageran-expositions.fr](http://www.clamageran-expositions.fr)



CLAMAGERAN EXPOSITIONS

# Optica Imaging Congress Optica Sensing 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 Imaging Congress and/or Optica Sensing 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 Upgrade Badge (EXU) for EUR 648 before or on 18 June 2024 (EUR 840 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 Exhibitor Registrations at [ExhibitorReg@optica.org](mailto:ExhibitorReg@optica.org).

### *On-site Hours*

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

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

# Optica Imaging Congress Optica Sensing Congress

## Promotional Opportunities

Maximize your company's meeting presence through the unique sponsorships available at the 2024 Optica Imaging Congress and Optica Sensing 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

Click [here](#) (Optica Imaging Congress) or [here](#) (Optica Sensing Congress) for information on hotel reservations, travel and transportation, and letters of invitation and visa information.

Please note that there are **no official room blocks** offered for the Optica Imaging Congress or Optica Sensing Congress. We strongly encourage you to make your reservation at a nearby hotel as early as possible to ensure your accommodations are secured. Please use [this link](#) to book a room at the Hotel Mercure Toulouse Centre Compans at the preferred group rate (**rooms at this rate are limited.**) A list of hotels near le Centre de Congrès Pierre Baudis follows:

Hotel	Distance from Meeting Venue	Room Rate
Hotel Mercure Toulouse Centre Compans	0.2 km	EUR 95
Novotel Toulouse Centre Compans Caffarelli	0.3 km	EUR 100
The Social Hub Toulouse	0.5 km	EUR 130
Hôtel de Brienne	0.5 km	EUR 101
The Cottage Rose Garden	0.5 km	EUR 70
Appart'hôtel Odalys City Centre Compans Caffarelli	0.8 km	EUR 62
Hotel SOCLO Toulouse	0.8 km	EUR 385

### Please Note:

Housing poachers are companies offering discounted hotel rates and may claim to be working with the 2024 Optica Imaging Congress and/ or Optica Sensing 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.

# Optica Imaging Congress Optica Sensing Congress

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 Imaging Congress and Optica Sensing Congress do 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](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.

## 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.

### ***More questions?***

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