



OPTICA | Formerly
OSA

EXHIBITOR SERVICES MANUAL

Optica Quantum 2.0 Conference and Exhibition

23 – 27 June 2024

Postillion Hotel & Convention Centre WTC Rotterdam
Rotterdam, Netherlands

Optica Quantum 2.0 Conference and Exhibition

Welcome!

Thank you for participating in the Optica Quantum 2.0 Conference and Exhibition at the Postillion Hotel & Convention Centre WTC, Rotterdam, Netherlands. This Exhibitor Services Manual includes important information and deadlines to help you prepare for the Conference. 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
17 May 2024	Conference App and Online Listing Form Deadline
24 May 2024	Booth Services Orders Due
29 May 2024	Hotel Room Reservation Deadline
29 May 2024	Advance Registration Deadline

Conference App and Online Listing Form – Deadline: **Friday, 17 May**

Each exhibiting company receives one (1) complimentary Online Listing and one (1) in the Conference 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 Conference App and Online Listing Instructions on the next page no later than **Friday, 17 May 2024**.

Online Listing Submission Deadline: Friday, 17 May 2024

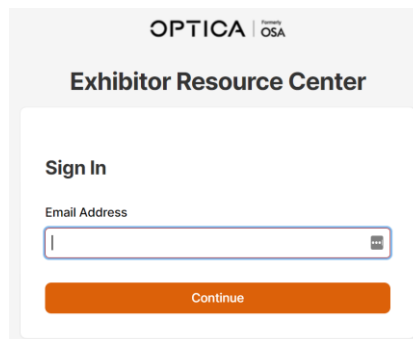
Any changes or submissions received after this deadline may not be reflected in the Conference App. Exhibiting companies may continue to submit changes to their Online Listing at any time. Should a company miss this deadline, only the contact information entered by the exhibitor in the online profile 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 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.

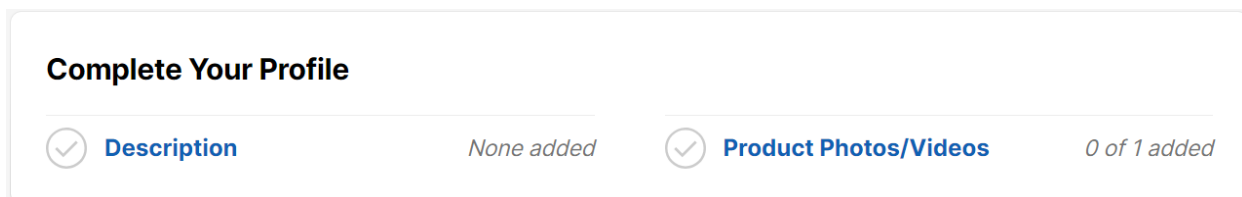
Submission Instructions:

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. Please contact 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 Quantum 2.0 Conference and Exhibition

Company Information

If changes/corrections to company name or address, please submit to Exhibit Sales Team at 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)
Categories	
Products & Multi-Media <i>Gold & Silver Online Listing upgrades only</i>	N/A

Optica Quantum 2.0 Conference and Exhibition

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.

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 to secure your Booth Share.

Optica Quantum 2.0 Conference and Exhibition

Exhibit Schedule – Shipping Hall

Date	Time
Sunday, 23 June Happy Hour (TBD) **	17:00 – 18:00
Monday, 24 June Exhibitor Move-in	16:00 – 20:00
Tuesday, 25 June Exhibitor Move-in	07:00 – 09:00
Coffee Break with Exhibitors	10:00 – 10:30
Lunch with Exhibitors	12:30 – 13:30
Conference Reception (TBD) **	18:00 – 19:30
Wednesday, 26 June Coffee Break with Exhibitors	10:00 – 10:30
Lunch with Exhibitors	12:30 – 13:30
Thursday, 27 June Coffee Break with Exhibitors	10:00 – 10:30
Lunch with Exhibitors	12:30 – 13:30
Exhibitor Move-Out	16:01 – 20:00
Farewell Toast	18:00 – 19:00
Exhibitor Move-Out	19:01 – 20:00

*All exhibits must be completely installed by 09:00 on Tuesday, 25 June.

****Special Events:** All exhibitors are invited to attend the Quantum 2.0 Happy Hour. EXTs are invited to attend the Conference Reception in the Exchange Hall. Additional tickets may be purchased at a cost of EUR 75 per EXP.

Exhibiting companies' booth staff members are not required to remain at their display for the entire Conference; **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 Quantum 2.0 Conference and Exhibition

Booth Display Details

The exhibits, poster sessions, and coffee breaks will all take place in the Shipping Hall. 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

Audio Visual, Internet Service and Electrical Services

The Postillion Hotel & Convention Centre WTC Rotterdam will be providing audio visual services, internet, power and lighting for this Conference. If your booth requires any of these services, place your orders with the Event Manager no later than **Friday, 24 May 2024**. If you have any questions or orders, contact Joy Halkema at reservation.rotterdam@postillionhotels.com. To avoid any on-site challenges, please be sure that you are aware of the requirements of your booth prior to arriving to the Conference.

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 the Postillion Hotel & Convention Centre WTC Rotterdam are responsible for lost or stolen items.**

Optica Quantum 2.0 Conference and Exhibition

Shipping Guidelines

Preferred Customs Broker

Airways Freight is Optica's preferred vendor for international shipping for the Optica Quantum 2.0 Conference and Exhibition. 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.

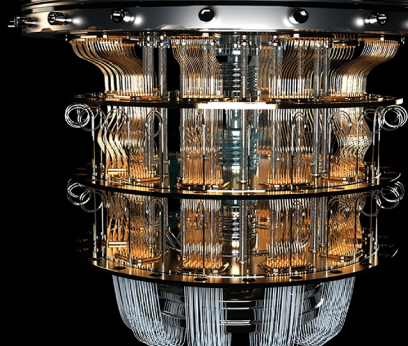
NOTE: If you are shipping from outside of the U.S. to the Postillion Hotel & Convention Centre WTC Rotterdam and your shipment includes laser equipment for display, be sure to include [FDA Form 2877](#), *Declaration of Imported Electronic Products Subject to Radiation Control Standards*. Failure to include this form may result in your shipment being held up at U.S. Customs. For more information, click [here](#).

Event

Optica Quantum 2.0 Conference and Exhibition

23 - 27 June 2024

Postillion Hotel & Convention Centre WTC
Rotterdam
Rotterdam, Netherlands



"OFFICIAL INTERNATIONAL CARRIER"

AIRWAYSFREIGHT

LAND • AIR • SEA®

- EXHIBITION SPECIALISTS
- 35+ YEARS IN EVENT SHIPPING
- ON-SITE REPRESENTATION
- AIR/OCEAN - DOOR TO VENUE
- 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



FAIREXX



Shipping Manual and Tariffs

Event

Optica Quantum 2.0 Conference and Exhibition

23 - 27 June, 2024

Postillion Hotel & Convention Centre WTC
Rotterdam
Rotterdam, Netherlands





Contents

1. Consigning instructions
2. Deadlines shipment arrival
3. Dates build up and dismantling
4. Marking of packages
5. Storage during the exhibition
6. Payment
7. Basic conditions of contract
8. Tariffs

Appendix

- A Bookingform on site handling
- B Pre-advise warehouse shipments
- C Shipping label



Dear exhibitor,

The organiser of the exhibition during the annual congress of the Optica Quantum 2.0 Conference and Exhibition to be held in Rotterdam has appointed our organisation as their official forwarder and exclusive lifting agent.

We are very proud of that and want to achieve a high quality exhibition logistics.

Being sole official logistics partner on-site implies that operations with any mechanical lifting equipment (e.g. on-site forklift services, electrical pallettrucks) may only be handled by Fairexx as well as on-site services as empty case and full goods storage.

Should you have any questions, remarks etc. regarding your transport or the local handling, please do not hesitate to contact us.

We provide all relevant services:

- Transport from your place to/from Rotterdam
- Roadfreight, airfreight, seafreight
- All customs handling
- Shipment transfer from port or airport
- All technical lifting
- Storage of empties
- Storage of brochures, give aways etc.
- Labour assistance for standfitting, unpacking

When needed you can always ask us for a specific quotation.

Please mention all relevant details we need and specify on the quotation request form.

We look forward to meeting you in Rotterdam.

Sincerely yours,

Paul van Zijl



1. Consigning instructions

Please consign your shipments as follows

Roadfreight or courier shipments

We strongly recommend to send your groupage or courier shipments to our warehouse in The Netherlands.

Consignee Fairexx Logistics for Exhibitions
De Trompet 2650
1967 DD Heemskerk
The Netherlands
Email: info@fairexx.nl
Phone: +31 251 250060

Notify Optica Quantum 2.0
Name of exhibitor:
Standnumber:

Please note that global express courier companies (e.g. DHL, UPS, FEDEX) normally do not enter exhibition the venue for direct delivery of materials to your stand. For this reason we offer our courier shipment service that includes the receipt, registration and stand delivery of your shipment.

Direct deliveries to venue **only** for larger shipments as traffic space at venue is limited to 2 trucks only

Consignee Fairexx Logistics for Exhibitions c/o Optica Quantum 2.0
Postillon Hotel - WTC
Meent 110
3011 AA Rotterdam

LIFT restrictions

Due to limited space for trucks and as all goods must enter the venue via a freight elevator, this will delay all deliveries when all everybody shows up at same time.

Elevator details:
Width 219 cms
Depth 550 cms
Height 230 cms

Cap.: 5000 kgs

Airfreight and seafreight

Consignee Fairexx Logistics for Exhibitions
De Trompet 2650
1967 DD Heemskerk
The Netherlands
Tel +31251250060
Email: info@fairexx.nl

Notify same as consignee c/o OPTICA QUANTUM 2.0
Name of exhibitor:
Standnumber:

Pre-advise for all shipments:

We kindly ask you to send us a pre-advise at least one day before arrival at (air)port including a copy of the airwaybill or seawaybill and a copy of the commercial invoice / packing list.

2. Deadlines shipment arrival

Arrival deadline warehouse shipments	19 June 2024
Arrival deadline airfreight shipments	17 June 2024
Arrival deadline seafreight shipments LCL	5 June 2024
Arrival deadline seafreight shipments FCL	14 June 2024

3. Dates build up and dismantling

Build up	24-25 June 2024
Exhibition	25-27 June 2024
Dismantling	27 June 2024

4. Marking of packages

Please number every package consecutively and make sure that the following information is indicated on every package:

Optica Quantum 2.0
Fairexx Logistics for Exhibitions
"Name of Exhibitor"
"Stand # "
Package nr. 1 of ... / 2 of ... / 3 of ... etc.

We kindly ask you to use safe and strong packing material which is strong enough to be re-used after the show.



5. Storage during the exhibition

All empty packing materials which must be stored during the exhibition by Fairexx must be labeled with our "empty labels".

Unless otherwise agreed all packages carrying this label are considered as empty.

No responsibility can be accepted for goods left in the packages.

For insurance, fire regulations and security reasons, empty packing materials may not be stored behind booth display nor in the loading bays.

6. Payment

All our invoices must be paid prior to delivery on stand / pick up from venue or warehouse unless otherwise agreed.

We accept the following methods of payment :

- Bank Transfer: please provide a copy of the transfer statement
- Credit card (+5%)
- Cash: Euro currency only

7. Basic conditions of contract

All work undertaken is subject to the Dutch Forwarders terms and conditions Fenex, latest version, in conjunction with the conditions and rates for trade fair transportation. A copy will be sent on request.

The responsibility and liability of FAIREXX Logistics for Exhibitions BV as Fairs & Exhibitions forwarder, ends once the goods have been delivered to the stand, irrespective of exhibitor's or his representative's presence on the stand

When written instructions fail, goods may be delivered to the stand commencing on the first day of the official build up period.

The responsibility and liability for return freight at the close of the exhibition starts only with the collection from the stand during the official dismantling period. The surrendering of documents by the exhibitor at the Fairex office and the acceptance of same does not constitute any admission of responsibility or liability for freight which has not yet been collected from the stand. If the exhibition booth has been left, without the shipment being collected by us, shipment remains on the booth at exhibitors risk.

Externally recognisable damages must be stated on the work order / delivery order on delivery of the goods. Any claim can only be treated when made in writing and presented at our on-site office. Verbal claims only will not be accepted.

Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our invoice(s) before the event starts or on-site during the event or before return shipping of their exhibits.



FAIREXX

8. Contact details

FAIREXX
Logistics for Exhibitions BV
De Trompet 2650
1967 DD Heemskerk
The Netherlands

Contact: Paul van Zijl
Telephone: +31 251 250060
E-mail: paul@fairexx.nl
Web: www.fairexx.nl



FAIREXX



Handling tariffs

Event

Optica Quantum 2.0 Conference and Exhibition

23 - 27 June, 2024

Postillion Hotel & Convention Centre WTC
Rotterdam
Rotterdam, Netherlands





1	Basic charges		EUR
1a	General handling and management	Per shipment, per way	65.00
1b	Advanced payments to 3 rd parties	As per outlay +10% Minimum 40.00	

2	Shipments arriving by airfreight		EUR
2a	Pick up at Amsterdam airport, transfer to warehouse (as per chargeable weight on awb)	Basic per shipment	145.00
		Add on per kg	
		< 100 kg	0.80
		> 100 kg	0.67
		> 500 kg	0.54
	> 1000 kg	0.47	
2b	3 rd party costs and airport costs, if any	as per outlay + 10% Minimum 40.00	

3	Shipments arriving by seafreight		EUR
3a	LCL	Rotterdam port arrival charges	as per outlay + 5%
3b		Pick up at port & transfer to warehouse	each cbm minimum

4	Shipments via warehouse		EUR
4a	Receiving at warehouse, short term storage, transfer to WTC and delivery on the stand	Per each cbm / stand Minimum per shipment	50.00 100.00
4b	1 cbm. = 333 kgs		

5	Couriershipments max. 25 kgs		EUR
5a	Receiving at warehouse, short term storage, transfer to showsite and delivery on stand	Per shipment	50.00
5b	1 cbm. = 333 kgs		

6	Shipments direct to showsite		EUR
6a	Unloading and delivery on the stand	Per each cbm / stand Minimum per shipment	35.00 200.00
6b	1 cbm. = 333 kgs		



7	Storage during exhibition		EUR
7a	Storage of empties, incl. pick up and redelivery. Tariff per package and stand	Each cbm Minimum per stand	70.00 2 cbm
7b	Storage of full goods per package and stand	Each cbm Minimum per stand	70.00 2 cbm

8	Customs formalities		EUR
8a	Customs entry for temporary or permanent import	Max. 2 HS codes each add. HS code	125.00 20.00
8b	Bond fee on temporary import based on cif value	Per shipment Minimum	1.0% 75.00
8c	Application licence temporary import	Per entry	45.00
8d	Duties and vat on permanent import	As per outlay	+10%
8e	Customs entry on ATA carnet	Per carnet	85.00
8f	Use of our Eori/VAT number	Per entry	45.00
8g	Customs examination fee (if applicable)	Per entry	100.00

9	Surcharges & remarks
9a	Please be aware that at World Trade Center NO storage facilities are available. For this reason all shipments must be sent to Fairexx warehouse prior to build up
9b	For work to be effected after the regular work hours a surcharge will be applied Monday – Friday 17:00 – 22:00 +50% Monday – Friday 22:00 – 08:00 +100% Weekend and holidays +100%
9c	Volume ratio: 1 cbm = 333 kg, unless otherwise stated. Outbound tariff as per above rates All rates are excluding 21% Dutch VAT where applicable.



A – Booking form on site handling

FAIREXX
Logistics for Exhibitions BV
De Trompet 2650
1967 DD Heemskerk
The Netherlands

Phone +31 251 25 00 60
Email: info@fairexx.nl

Exhibition	OPTICA QUANTUM 2.0	ROTTERDAM
<hr/>		
Exhibitor	<hr/>	
Booth No.	<hr/>	
Company name	<hr/>	
Address	<hr/>	
Postcode and city	<hr/>	
Contactperson	<hr/>	
Phone	<hr/>	
Email	<hr/>	
VAT number	<hr/>	

forklift for (Un)loading	Build up	Date	Time
	<hr/>		
	Dismantling	Date	Time
	<hr/>		
	Size of truck	<hr/>	
	<input type="checkbox"/> Part load trailer	Idm: <hr/>	
	<input type="checkbox"/> Full load trailer	No. of trailers: <hr/>	

forklift for stand assistance	Build up	Date	Time
	<hr/>		
	Dismantling	Date	Time
<hr/>			
Extra equipment	<input type="checkbox"/> slings	<input type="checkbox"/> shackles	Other: <hr/>

storagE	<hr/>		
Type of storage	<input type="checkbox"/> empties	<input type="checkbox"/> give away, tools	<input type="checkbox"/> lifting equipment
<hr/>			
Estim. volume	cbm: <hr/>	cbm: <hr/>	<hr/>

Remarks

Attention

As space and equipment is limited, all times stated on forklift bookings are considered as a request. We will send you a time slot and booking number as confirmation.

Please return answer to ↓
info@fairexx.nl



B - Pre-advise warehouse shipment

FAIREXX
Logistics for Exhibitions BV
De Trompet 2650
1967 DD Heemskerk
The Netherlands

Phone +31 251 25 00 60
Email: info@fairexx.nl

Exhibition	Optica Quantum 2.0	ROTTERDAM
Exhibitor	_____	
Booth No.	_____	
Company name	_____	
Address,	_____	
Postcode and city	_____	
Contactperson	_____	
Phone	_____	
Email	_____	
VAT number	_____	

PRE-EVENT INFORMATION

Shipment meant for /to warehouse	_____
No. of packages	_____
Gross weight	_____
Measurements in cm	volume: _____ cbm: _____

Mode of transport	<input type="checkbox"/> Airfreight*	<input type="checkbox"/> Seafreight*	<input type="checkbox"/> Courier*	<input type="checkbox"/> Road
Date of arrival latest	_____			
Date delivery on stand	_____			

** Please send a copy of air waybill or waybill*

POST EVENT INFORMATION

Return transport	<input type="checkbox"/> Yes, to origin	<input type="checkbox"/> Yes, but to other address	<input type="checkbox"/> No
To be arranged by	<input type="checkbox"/> Fairexx	<input type="checkbox"/> Other: _____	

SPECIFY OTHER ADDRESS

<input type="checkbox"/>	Company name	_____
<input type="checkbox"/>	Address	_____
<input type="checkbox"/>	Postcode and city	_____
<input type="checkbox"/>	Country	_____

**Please return answer to ↓
info@fairexx.nl**



FAIREXX



**Beurs
Exhibition**

**Optica Quantum 2.0
Rotterdam**

Fairexx
De Trompet 2650
1967 DD Heemskerk
The Netherlands

Phone +31 251 2500 60
Email : eau@fairexx.nl
www.fairexx.nl

**Afzender
Shipper**

**Ontvanger
Ship to**

**Deelnemer
Exhibitor**

**Hal
Hall**

**Stand
Booth**

**Collo nummer
Package nr.**

**VAN TOTAAL
OF TOTAL**

Air

Sea

Road

Optica Quantum 2.0 Conference and Exhibition

Registration

Exhibitor Staff Name Badges

Pre-register your exhibit personnel now to avoid having to stand in line to register onsite! Signing up as an exhibiting company for the Optica Quantum 2.0 Conference and Exhibition does **NOT** automatically register you or your booth personnel for the Conference. **Exhibiting company staff cannot register online.** 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 a name badge. Please complete the exhibitor/sponsor badge registration form included in this manual for each attending booth staff member, and sent it directly to ExhibitorReg@optica.org.

Each exhibiting company receives three (3) complimentary badges. **A completed Exhibitor/Sponsor Badge Registration form must be submitted for each person staffing a booth.**

- One (1) Exhibitor Technical Badge – includes access to all technical sessions, exhibits, the Conference 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 Full Conference Upgrade Badge (EXU) for EUR 730 before or on 29 May (EUR 900 afterward).

The Exhibitor/Sponsor Badge Registration form can be found in this Manual. Completed forms must be sent to Exhibit Operations at ExhibitorReg@optica.org

On-site Hours

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

Monday, 24 June	Tuesday, 25 June	Wednesday, 26 June	Thursday, 27 June
14:00 – 17:00	07:00 – 17:00	07:00 – 17:00	07:30 – 16:30

2024 Optica Quantum 2.0 Conference and Exhibition

Optica Hybrid Meeting * 23 – 27 June 2024 * Postillion Hotel & Convention Center WTC Rotterdam, Rotterdam, Netherlands

EXHIBITOR PRE-REGISTRATION FORM

www.optica.org/Quantum

A: REGISTRANT INFORMATION One person per form; copy form for additional registrants.

ALL questions MUST be answered to process your registration.

Please send completed registration form to ExhibitorReg@optica.org.

FIRST (GIVEN) NAME _____ LAST (FAMILY) NAME _____

COMPANY/PROFESSIONAL AFFILIATION _____ JOB TITLE _____

WORK ADDRESS _____

CITY _____ STATE/PROVINCE _____ POSTAL CODE _____ COUNTRY _____

TELEPHONE _____ EMAIL _____

EMERGENCY CONTACT NAME _____ EMERGENCY CONTACT PHONE _____

I. Job Sector: (Choose one.)

Industry/For Profit Academia/Non-Profit Government Retired Other: _____

B: DEMOGRAPHIC INFORMATION

Making progress toward a diverse, equitable and inclusive community is a core value of Optica. Data serves as a critical component for transparency and measuring progress. Show Management is collecting the following data for reporting aggregated metrics and to help identify areas of improvement.

I. Gender Identity:

Prefer not to answer Woman Man Self-Identify _____

II. Which categories describe you? Choose all that apply to you:

- Prefer not to answer
- Asian – For example: Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese
- Black or African Descent – For example: Ethiopian, Haitian, Jamaican, Nigerian, Somali
- Indigenous – For example: Aboriginal, American Indian or Alaska Native, First Nation
- Latinx – For example: Brazilian, Colombian, Cuban, Dominican, Mexican, Puerto Rican, Salvadoran
- Middle Eastern or North African–For example: Algerian, Egyptian, Iranian, Lebanese, Moroccan, Syrian
- White or European Descent – For example: English, French, German, Irish, Italian, Polish
- Some other race, ethnicity, or origin, please specify: _____

C: EVENT INFORMATION

I. Do you plan to attend the Conference Reception (18:00 - 19:30 on Tuesday, 25 June)?
(One ticket is included with each Full Conference Registration. Extra Guest Tickets are available for purchase in Section E: Registration Add-Ons for EXPs.)

Yes No

II. Do you require specific aids or services in order to fully participate in this meeting?

Visual Audio Mobile Other: _____

III. Do you have special dietary needs?

Vegetarian Vegan Gluten-Free Other: _____

IV. By submitting your registration data for this meeting, you are providing show management permission to contact you regarding this specific event, future events, and its products/services. You can unsubscribe from email or print communications at any time upon request.

I understand and accept this statement.

V. I agree to share my registration information and email address with participating exhibitors or sponsors so I can receive information about products and technologies of potential interest. I understand that I can unsubscribe from communications at any time.

- I give permission for my details to be provided to sponsors/exhibitors. (Recommended)
- I do not give permission for my details to be provided to sponsors/exhibitors.

VI. By registering for this meeting, you are agreeing to abide by the Optica Code of Conduct Anti-Harassment Policy. In order to preserve a climate that encourages both civil and robust scientific dialogue, we reserve the right to suspend or terminate participation for anyone who violates the Optica Code of Conduct. It is the policy of Optica that all forms of bullying, discrimination, and harassment, sexual or otherwise, are prohibited in any Optica events or activities including digital forums. Harassment consists of unwanted, unwelcomed and uninvited comments or behavior that demeans, threatens or offends another. Digital forum participants should report any comments or content that falls short of those community norms. For complete policy information visit optica.org/codeofconduct.

I understand and accept this statement

D: CONFERENCE REGISTRATION

Exhibitor Full Congress Registration:

Access to all content (In-Person and Virtual) including Technical Sessions, Keynote Sessions, Poster Sessions, Special Events, and the Quantum-Enhanced Telescopy Workshop. Also includes access to the Exhibition (In-Person Only), and Technical Digest Papers. Exhibit Hall access during move-in, exhibition days, and move out.

Exhibitor Technical Registration (EXT) FREE Before/On 29 May After 29 May
One (1) allotted per exhibitor contracted agreement

Exhibitor Full Conference Upgrade (EXU) EUR 730 EUR 900

Exhibit Booth Personnel (EXP):

Exhibit Hall access during move-in, exhibition days, and move out. Each company can register up to two (2) EXP. Access to the Plenary Sessions and Poster Sessions on the Exhibit Floor.

FREE

E: REGISTRATION ADD-ONS

Conference Reception Extra Guest Ticket (18:00 – 19:30, Tuesday, 25 June) x EUR 75

Optica Foundation Donation (optional) EUR _____

TOTAL PAYMENT EUR _____

F: PAYMENT INFORMATION

Payment must accompany form to complete processing. **All payments must be in Euros. Your full name and address should be typed or printed clearly on your wire transfer/bank draft. Check and Money Orders are not accepted for this meeting. American Express Credit Cards are not accepted for this meeting.**

Payment Option 1:

Wire transfer

Bank of America SWIFT: BOFAUS3N
1501 Pennsylvania Avenue NW ABA# 0260-0959-3
Washington DC 20013 Optica Account# 20 867 84 287

Note: Wire transfer should include the registrant's name, invoice number and Quantum 2.0 Conference 2024. Fax any supporting documents to Accounts Receivable, Optica, fax number +1.202.416.1450. Please incorporate any bank fees associated with your wire transfer. The registrant is responsible for these fees.

Payment Option 2: VISA Mastercard Discover Diner's Club

CARD NUMBER _____ EXP. DATE _____ CVV _____

CARD HOLDER'S NAME AS IT APPEARS ON THE CARD

I authorize Optica to charge the total payment indicated on this form to my credit card.

CARD HOLDER'S SIGNATURE _____ DATE _____

Refund Policy: A EUR 75 service charge will be assessed for processing refunds. Requests for refunds that are received by **Wednesday, 5 June 2024**, will be honored. All refund requests must be made in writing. No refunds will be honored after this date. Please contact Customer Service at <http://optica.org/help> or +1 202.416.1907 with questions regarding registration. All Optica Foundation donations are final and will not be refunded.

Optica Quantum 2.0 Conference and Exhibition

Promotional Opportunities

Maximize your company's meeting presence through the unique sponsorships available at the Optica Quantum 2.0 Conference and Exhibition. 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: *Wednesday, 29 May 2024*

Optica has reserved special room rates at the Postillion Hotel & Convention Centre WTC Rotterdam. Click [here](#) for information on hotel reservations, travel and transportation, and letters of invitation and visa information.

Room Rates:

Standard Twin Room	EUR 160
Standard King Room	EUR 170
Comfort Twin Room	EUR 180
Comfort King Room	EUR 190
Junior Suite	EUR 210

*** Includes BTW (VAT)**

**** Additional fees for second person**

Please Note:

Housing poachers are companies offering discounted hotel rates and may claim to be working with the Optica Quantum 2.0 Conference and Exhibition. 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 Quantum 2.0 Conference and Exhibition does not provide them with any contact information.

Optica Quantum 2.0 Conference and Exhibition

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.

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.