

FIO LS

Frontiers in Optics + Laser Science

Exhibitor Service Manual

Technical Conference
27 September - 01 October 2026

Science + Industry Showcase
29 - 30 September 2026

Joseph A. Floreano Rochester Riverside Convention Center
Rochester, New York, USA

FrontiersInOptics.org

OPTICA



Division of
Laser Science
DLS

Welcome

Dear FiO LS 2026 Exhibitor,

This Exhibitor Services Manual (ESM) contains information and order forms for many of the services FiO LS offers. Please take a few minutes to review and read this material carefully. Our goal is to help ensure your participation in this event is a success. We recommend you place your orders as soon as possible to take advantage of the advance-order discounts.

Please visit the [FiO LS website](#) for the latest updates.

Thank you for your business,

FiO LS Show Management

Location

Rochester Riverside Convention Center
123 E Main St.,
Rochester, NY, 14604
USA

Exhibit Halls

Empire North and South Halls

Standard Booth Package

Each 10' x 10' booth includes the following:

- 8' high back wall drape – Black
- 3' high side rail drape – Black
- One (1) 6' x 30" draped table – Black
- Two (2) limerick chairs
- Booth ID sign (17" w x 11" h)



Hours of Operation

Exhibitor Move-in Hours

Sunday, 27 September

12:00 – 16:30

Monday, 28 September

08:00 – 16:30

NOTE: Overtime rates will be in effect on Sunday, 27 September

Science + Industry Showcase Hours

Tuesday, 28 September

10:00 – 15:30

Wednesday, 29 September

10:00 – 15:30

Exhibitor Move-out Hours

Wednesday, 30 September

15:31 – 20:00

Thursday, 01 October

08:00 – 12:00

NOTE: After 17:00, overtime rates are in effect.

Outside carriers must be checked in on Thursday, 01 October at 09:00.

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Important Information

- All booths must be set by 09:30 on Tuesday, 29 September, unless prior written permission is obtained by Show Management.
- Any exhibit not unpacked by Tuesday, 29 September, will be placed in storage and can be returned only after the show closes that day; or the exhibit/booth may be ordered to be set up by the Exhibit Manager, with the cost charged to the exhibitor.
- Exhibit space must be paid in full before an exhibitor's display is set! Neither freight nor furnishings will be delivered to the booth until full payment has been received!
- The US Dollar (USD) is the currency of the United States, but credit cards are widely accepted. Check the [latest currency exchange](#).
- Standard 120v/60Hz voltage electricity is used in the United States.

Service Desk Hours

At the Exhibitor Service Desk, exhibitors can find representatives from Great Lakes Expo Services and Show Management to assist in ordering services and ask questions. Our Exhibitor Support team will be available from 12:00 – 16:30 from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before the show opens and the day of the show closes to assist with additional exhibitor needs.

Science and Industry Showcase Access Hours

Exhibitor Badges (EXT and EXP) allow access to the hall at the following times:

All published Move-in, Show Day, and Move-out hours.

12:00 – 16:30 – Sunday, 27 September (Move-in)

08:00 – 16:30 – Monday, 28 September (Move-in)

08:00 – 15:30 – Tuesday, 29 September

08:00 – 20:00 – Wednesday, 30 September

Exhibitor 15:31 – 20:00 – Wednesday, 30 September (Move-in)

08:00 – 12:00 – Thursday, 01 October (Move-out)

PLEASE NOTE: Exhibitors will not be allowed to dismantle their displays or begin packing before 15:30 on Wednesday, 30 September. Please inform individuals who are scheduled to perform the teardown of this policy and make your travel arrangements accordingly. This policy will be strictly enforced. Exhibitors who dismantle or pack up exhibits before the official closing time will forfeit priority-ranking points!

Official Optica FIO+LS Science & Industry Showcase Vendors

NOTE: Look for the FiO LS 2026 Official Vendor Seal in any vendor-ordering reminder email to confirm it's legitimate.



Exhibit Operations & Logistical Services exhibits@optica.org	Exhibit Sales & Promotional Opportunities exhibitsales@optica.org	Exhibit Accounts, Payments, Invoices, or Primary Contact Changes exhibitaccounts@optica.org
Social Media/Public Relations mediarelations@optica.org	Official General Service Contractor Great Lakes Expo Services +585-458-2200 csr@greatlakesevents.com	Air Freight/Customs/Import Shipping Airways Freight USA & Canada +800-643-3525 International +01-479-442-6301 tradeshow@airwaysfreight.com
Ground Shipping Airways Freight USA & Canada +800-643-3525 International +01-479-442-6301 tradeshow@airwaysfreight.com	Audio Visual Equipment OnServices	Electrical Services Rochester Riverside Convention Center
Exhibitor Booth Food & Beverage Riverside Catering	Hotel Reservation Click Here for more information on Hotels in Rochester New York	Venue Rochester Riverside Convention Center 123 E Main St., Rochester, NY, 14604 USA

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Important Dates Checklist

Important Date	Deadline Type	Supplier
12-Aug	First Day: Shipments will be accepted at the Advance Warehouse	Great Lakes Expo Services
1-Sep	Hotel Reservation Deadline: for booking new reservations or changing existing reservations online	Show Management
1-Sep	Due: Exhibitor Appointed Contract Notification of Intent form	Show Management
1-Sep	DUE: Conference App and Online Listing Form - MYS Complete Your Profile	Show Management
1-Sep	Due: Exhibitor Island Booth Review	Show Management
4-Sep	Discount Deadline: Telephone/Internet, Electric	Rochester Riverside Convention Center
TBD	Discount Deadline: Booth Food and Beverage orders	Riverside Catering
4-Sep	Due: Exhibitor Appointed Contractor (EAC) Notification Form	Show Management
4-Sep	Deadline: Special Access Authorization	Show Management
TBD	Deadline: Exhibitor Food / Beverage orders	Riverside Catering
11-Sep	Due: Certificates of Insurance Due from EACs	Show Management
11-Sep	Deadline: Exhibitor Advance Registration	Show Management
11-Sep	Deadline: Exhibitor Standard Registration	Show Management
16-Sep	Advance Discount Deadline: Great Lakes Expo Services Orders (Furniture/Accessories, Labor)	Great Lakes Expo Services
16-Sep	Last Day: Shipments will be received at the Advance Warehouse without additional charges	Great Lakes Expo Services
27-Sep	Exhibitor Move-in: 12:00 – 16:30	All
27-Sep	Exhibitor Move-in: 08:00 – 16:30	All
30-Sep	Exhibitor Move-out: 15:31 - 20:00	All

Exhibitor Booth Rules & Regulations

In-line or Corner Linear Booth (Stand):

- Maximum Height of Back Drape – 8' (2.44 m), including signage.
- Maximum Height of Side Rail – 4' (1.22 m) front half of booth (from aisle)/8' (2.44 m) back half (to back drape).
- End drape – Provided to cover unsightly or unfinished exposed areas of the exhibit.
- Floor Covering / Carpet – Floor space must be covered. No concrete should be visible. The carpet must meet the aisle.
- If ordered from a vendor other than Great Lakes Expo Services, carpet or other floor covering

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must be placed in the booth within

a reasonable time, or Management will place carpet in the booth at the exhibitors expense.

- Booth ID Sign – 17” w x 11”h ID sign provided.
- Hanging Signage – Not permitted.
- All booth utilities and cleaning – Responsibility of the exhibitor.
- No hard wall is provided with the booth – Pipe and drape only. Exhibitors should not attach or affix any display materials or products directly on such structure.

Perimeter Booth (Stand):

- Maximum Height of Back Drape – 12’ (3.66 m), including signage.
- Maximum Height of Side Rail – 4’ (1.22 m) front half of booth (from aisle)/8’ (2.44 m) back half (to back drape).
- End drape – Provided to cover unsightly or unfinished exposed areas of the exhibit.
- Floor Covering / Carpet – Floor space must be covered. No concrete should be visible. The carpet must meet the aisle.
- If ordered from a vendor other than Great Lakes Expo Services, carpet or another floor covering must be placed in the booth within a reasonable time, or Management will place carpet in the booth at the exhibitor’s expense.
- Booth ID Sign – 17” w x 11”h ID sign provided.
- Hanging Signage – Not permitted.
- All booth utilities and cleaning – Responsibility of the exhibitor.
- No hard wall is provided with the booth—pipe and drape only. Exhibitors should not attach or affix any display materials or products directly on such structure.

Island Booth (Stand):

- Maximum Height Restriction – 20’ (6.10 m), including signage.
- Floor Covering / Carpet – Floor space must be covered. No concrete should be visible.
- If ordered from a vendor other than Great Lakes Expo Services, carpet or other floor covering must be placed in the booth within a reasonable time, or Management will place carpet in the booth at the exhibitor’s expense.
- Booth ID Sign – Not provided.
- Hanging Signs – Rigging labor must be arranged exclusively with Great Lakes Expo Services; must remain within the perimeter of the contracted booth space, and cannot exceed the total maximum height allowance of 20’ (6.10 m).
- All booth furnishings, cleaning, and cleaning – Responsibility of the exhibitor.
- All booth designs, including hanging signs, need to be **pre-approved** by OFC Show Management 30 days prior to move-in: **Tuesday, 01 September 2026.**

******We do not allow end caps, peninsula or split island booths******

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Shipping Information

Great Lakes Expo Services will begin receiving freight on August 16. The last day to ship to the advanced warehouse is September 16.

Advanced Shipping Warehouse address

TO: (Exhibiting Company Name & Booth Number)
FOR: Optica FIO+LS Conference 2026
C/O Great Lakes Expo Services
828 East Ferry Street
Buffalo, NY 14211

Show site Shipments will be received on September 27 – 28

Show site Shipping address

TO: (Exhibiting Company Name & Booth Number)
FOR: Optica FIO+LS Conference 2026
C/O Great Lakes Expo Services
Rochester Riverside Convention Center
123 E Main Street
Rochester, NY 14606

For material handling costs reference the Great Lakes Expo Service Exhibitor Service Manual located in the Optica FIO+LS Exhibitor Service Center.

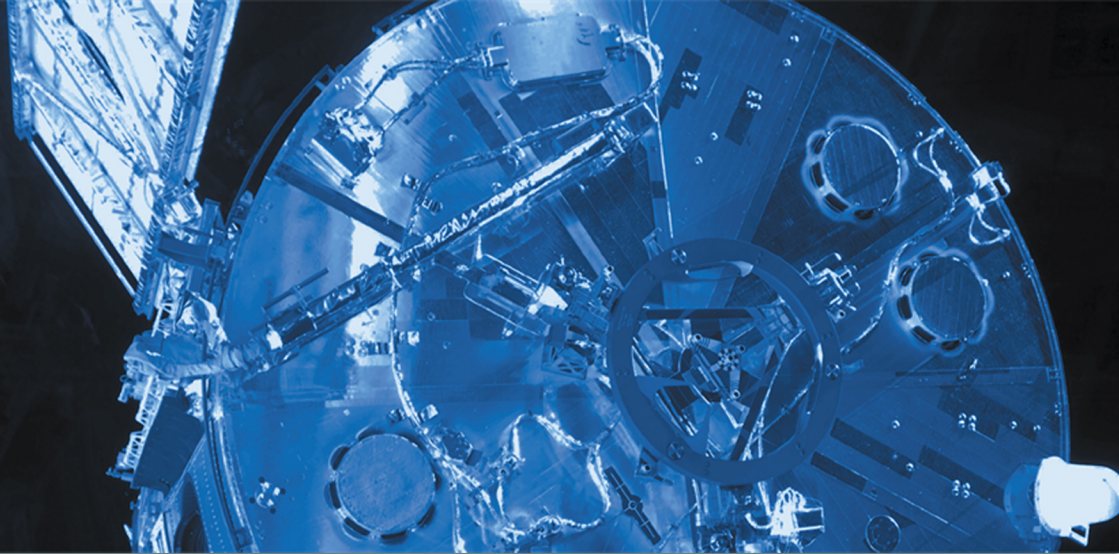
Preferred Shipping Vendor & International Broker

Airways Freight is OPTICA's Preferred Vendor for Domestic and International shipping to and from Optica FIO+LS. 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 incurred for international shipments.

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27 September – 01 October 2026
Rochester, New York, USA



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Registration: Exhibitor Staff Name Badges

Exhibiting company staff must now register online.

Pre-register your exhibit personnel now to avoid standing in line to register on-site! Signing up as an exhibiting company for the 2026 Optica Frontiers in Optics + Laser Science does **NOT** automatically register you or your booth personnel. To gain access to the Science + Industry Showcase during setup and breakdown times or prior to show hours, all participating companies' booth staff must have an exhibitor name badge. Your company's primary contact will receive an email from Exhibitor Registrations (ExhibitorReg@optica.org) with a link to register your staff.

It is strongly encouraged to register prior to arrival. To register, please follow the steps below:

1. Those registering are required to first have an Optica account. To make an Optica account, click [here](#). We recommend creating your account at least 24 hours before completing your registration.
2. Once the event is open and accepting registrations, your organization's primary contact will receive an email prompt providing your exhibit codes to receive your complimentary badges, as outlined below. You may also navigate to the website and proceed through the [exhibitor registration link](#). (Please click on the exhibitor registration button to proceed with registering)

A completed registration must be submitted for each person staffing a booth, with a unique email address for each individual. For your complimentary registrations as listed below, please use your company-specific discount codes in your registration welcome email from 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

All registrations must be completed through the Exhibitor Registration Platform. The link to the exhibitor registration platform is in your Welcome Email from Exhibitor Registrations at ExhibitorReg@optica.org.

If additional badges or technical passes are needed, each person must purchase an Exhibitor Technical Upgrade (EXU) at the member rate.

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.

All registrations **must** be completed by the exhibiting company through the Exhibitor Registration Portal.

Badge Pickup:

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A valid ID is needed to obtain badge. To claim your personnel badge, proceed to the Registration area once on-site.

- If a booth is canceled for any reason, all complimentary registrations are canceled. This includes Exhibitor Full Technical (EXT) and Exhibitor Booth Personnel (EXP) allotments. If any persons with EXT or EXP badges still plan to attend the conference, they must re-register as conference attendees and pay any required fees.
- If a booth is canceled for any reason, all paid Exhibitor Full Technical registrations will be converted to Attendee Full Technical Registrations, which will be subject to all standard registration policies.
- Any outside contractor needing access to the hall during show hours must be properly badged. It is the exhibitor's responsibility to obtain these badges. Register outside contractors as Exhibitor Authorized Contractors (EAC) using the EAC Form.
- Events + Exhibits Pass (EEP) registrants will not have early access to the halls each day. If a staff member will need access to the halls, please register them as Exhibitor Booth Personnel (EXP).

Hotel Accommodations

Conference hotel reservations are now open! After completing conference registration, attendees may reserve rooms within the official FiO LS hotel block directly from their registration confirmation page. Please note that the hotel link to secure your accommodations will be made available after your registration is completed.

We encourage early registration and hotel booking to secure the best availability.

Hotel Reservation Deadline: **Tuesday, 01 September 2026**

Show Management has negotiated discounted hotel rates for all exhibitors and attendees. The easiest way to make travel arrangements is also the most flexible and economical.

Official Conference Hotels

[Hilton Garden Inn Rochester Downtown](#). Located in the center of Rochester, this hotel offers a welcoming and convenient stay just steps from local dining, entertainment, and business districts. Guests can enjoy modern guest rooms, on-site dining, and easy access to conference activities.

Distance to Convention Center: 0.4 miles

Stay Where the Conference Happens

[Hyatt Regency Rochester](#). Connected directly to the Joseph A. Floreano Rochester Riverside Convention Center via skyway, this full-service hotel places you at the center of the FiO experience. Ideal for attendees looking for maximum convenience, it offers seamless access to sessions and events.

Distance to Convention Center: Direct access

Convenience Meets Value

[Wyndham Hotel Rochester Downtown](#). A centrally located option offering comfortable accommodations just a short walk from the convention center. Guests will appreciate its accessibility to both conference sessions and Rochester's downtown attractions.

Distance to Convention Center: 0.2 miles

NOTE: Look for this FiO LS 2026 Official Vendor Seal when receiving any housing information. Housing hotel poachers are plentiful and you will not be included in any of the special benefits listed below if you book at a hotel outside of the block.

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In addition to the support of FiO LS, there are a number of great benefits to YOU when you book through Show Management:

- Low rates: It will be hard to beat our rates, so forget about spending hours searching online for a great deal!
- You'll still earn rewards: Book with us, and you still earn points in your hotel membership/loyalty programs.
- Networking opportunities: Stay among other conference attendees and exhibitors.
- Hotel extras: Receive exclusive amenities such as free in-room internet access.
- Fully Flexible Policies: We know plans change, so that's why there are no change fees and no full pre-payment required at the time of booking, only a deposit of one night's room and tax. You're in control – manage all your reservations online; view, change, or cancel at any time with no fees or penalties, up to 72 hours prior to arrival. Cancellations made within 72 hours of arrival will forfeit one night's room and tax.

We realize that the cost of accommodation is extremely important to FiO LS exhibitors, and it is sometimes possible to book a room for less than the conference rate by using online hotel discount services. We strongly encourage you to recommend to your friends and colleagues to book their hotel rooms through the FiO LS 2026 Housing web page.

Security, Liability & Booth Safety

Security

Exhibiting companies are expected to assume responsibility for the safety of Science + Industry Showcase guests and conference registrants in the area adjacent to their exhibits, and from any hazards associated with the companies' equipment.

The Science + Industry Showcase will be locked each night, with limited access allowed after closing. Neither Show Management, the sponsors, general services contractor, nor the Joseph A Floreano Rochester Riverside Convention Center will assume responsibility for the safety and property of the exhibiting company, its agents, officials, or employees from theft, damage by fire, accident, or other causes, but will use reasonable care to protect them against such loss. It is suggested that each exhibiting company insures its property against theft, damage, and injury to any person in the exhibitor's booth area.

The Science + Industry Showcase is restricted to qualified exhibitors and service suppliers during move-in and move-out, and attendees during show days. Badges are required at all times, including move-in and move-out. Any people on the floor who are not officially registered as specified in the rules and guidelines of the event, or anyone assisting people to gain access in violation of these rules, may be promptly evicted from the exhibit floor.

Exhibitors are allowed entrance to the Science + Industry Showcase one hour prior to show opening and one-half hour after show closing. Exhibitors who need access to the floor before or after these hours must obtain written approval from Optica. Company representatives must staff their own booths at all times during show hours.

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Optica Liability Requirements

Every exhibiting company must carry General Liability Insurance. Verify with your insurer that it is the equivalent of Optica's requirements of "Commercial General Liability Limits of at least USD 1,000,000.00 per occurrence, USD 2,000,000.00 aggregate" with the insurance being in force over the lease dates of the event, and listing Optica, Great Lakes Expo, the City of Rochester, the Rochester Convention Center Management Corporation, and their respective officers, directors, employees, contractors, and affiliates as Additional Insured, with the insurance being in force over the beginning of move in to the end of move out. We ask only that you carry the insurance, but we do require that you send a Certificate of Insurance.

However, if you hire an EAC to set up your booth, a Certificate of Insurance from the EAC company is required with Commercial General Liability Limits of at least USD 1,000,000.00 per occurrence, USD 2,000,000.00 aggregate and listing Optica, Great Lakes Expo, the City of Rochester, the Rochester Convention Center Management Corporation, and their respective officers, directors, employees, contractors, and affiliates as Additional Insured, with the insurance being in force over the lease dates of the event. Optica will need a copy of the *Notification of Intent to Use EAC* form in this case. See complete EAC instructions in the General Contractor Information section under Labor.

Safety/Hazardous Material Handling

Exhibitors are urged to take necessary measures to safeguard visitors in the exhibit area from hazards associated with their equipment and to follow the safety procedures stated in their exhibit contract. *If you will have an **operating laser in your booth**, please read "**Guidelines for a Safe Exhibit**."*

If compressed gas mixtures of fluorine, hydrogen chloride or other toxic or corrosive gases are brought to the show, only the quantity necessary for reasonable operation during the show shall be permitted. Only the smallest gas bottles should be used, and premixed gases are required unless previous arrangements with Show Management have been made. Toxic or corrosive gases will only be permitted as a mixture, at a concentration no higher than 5%. Bottles shall be secured to the support structure. Only new valve fittings and gas regulators shall be used. Spent gas must be released only through an activated filter or approved scrubbing system.

Security Hints & Guidelines

REMEMBER: No person under 18 years of age will be allowed onto the Science + Industry show floor at any time during set-up or dismantle. During open exhibit hours, children under 14 must be accompanied by an adult to enter the show floor. Strollers are not allowed on the show floor at any time.

- Ship locked trunks or crates.
- If cartons are used, be sure that they are securely taped or banded and do not mark the name or type of articles contained inside.
- Ship with a reputable trucker or forwarder.
- Furnish the shipping company with an accurate, complete bill of lading, including the weight of the shipment.
- Report any thefts, damages, or hazardous issues immediately to security.
- All items leaving the exhibit floor have to be accompanied by an approved property pass. Only badged company personnel are allowed to take items from their booth.
- Exhibitors requiring access to the Science + Industry Showcase floor before or after the published hours must gain approval from Show Management. Failure to meet this

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requirement may result in exhibitors or their representatives being denied access or escorted off premises.

- Report all items left unattended, in corners, or other non-obvious areas.
- While Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the sponsoring societies, the facility, nor any of their officers, agents, or employees assumes any responsibility or liability for loss, damage, or theft. Exhibitors should therefore include in, or have a rider attached to, their insurance policies covering their merchandise during shipment to the Science + Industry Showcase, the Science + Industry Showcase period, and the return shipment from the Science + Industry Showcase.
- All Exhibitor Appointed Contractors (EACs) must be properly credentialed prior to gaining access to the Science + Industry Showcase floor.
- EACs must have submitted in advance a Certificate of Insurance to retrieve their credentials.
- Exhibitors are required to arrange for exhibitor badges should their EAC personnel require access during show days.
- All rules and regulations apply to EACs.
- Do not assume the Science + Industry Showcase is secure. Each exhibitor must take responsibility for the security of all items in his booth. Show Management, facility personnel, the general contractor, and the security contractor will try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Do not list the contents of crates on your shipping labels. A label that reads “48” Color Monitor” is an open invitation for thieves.
- Never display a “one of a kind” item or irreplaceable samples unless someone is present at all times to keep an eye on them.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked “Empty.”
- At the close of the Show, pack as quickly as possible, and do not leave your exhibit space unattended.

Optica Code of Conduct

Optica is committed to providing an environment that is conducive to the free and robust exchange of scientific ideas. This environment requires that all participants be treated with equal consideration and respect. Learn more: https://www.optica.org/en-us/meetings/code_of_conduct/.