

EXHIBITOR SERVICE MANUAL

EXHIBITION
8-10 APRIL 2025

SPIE. OPTICS+
OPTOELECTRONICS

8–10 April 2025 Prague,
Czech Republic

SPIE. OPTICS+ OPTOELECTRONICS EXHIBITOR CHECKLIST & DEADLINES

Exhibition Dates 8-10 April 2025

Return the forms by the deadlines to save money and avoid paying premium prices for late orders.

Order Form Deadline	Item	Completed
Date	Event	Time
As soon as possible	Hotel Accommodation	08:00 – 17:00
As soon as possible	Register for Exhibitor Badges	08:00 – 17:00
5 March 2025	Sponsorships	08:00 – 17:00
	Co-Exhibitor Forms	
	Company Descriptions for Onsite Exhibition Guide	
7 March 2025	Insurance	08:00 – 17:00
	JK03 - Freight and Shipment Order Form	
	JK05 – Shell Stands Optional Extra	
	JK06 – Fascia Text	
	JK07 - Graphics	
	JK08 - Furniture	
	JK09 - Electricity	
	JK10 - Lighting	
	JK11 - Internet	
	JK12 - Floral	
	JK13 – Cleaning of Stand	
	JK14 – Stand Sketch	
	JK15 – Payment Information	
15 March 2025	JK16 – Custom Built Stand on request	
	Booth Activity Request	
	Catering Contact	

Questions? Contact SPIE at amanda@spieeurope.org, Tel: +1 44 292089 4747 Fax: +1 44 292089 4740

**EXHIBITION CONTACTS & PREFERRED VENDORS**

SPIE has selected the following companies to provide exhibitors with services. SPIE has negotiated special rates and you may save money by eliminating fees from outside companies. Look for the official seal of approval when vendors approach you offering to provide a service.

**AUDIO VISUAL, COMPUTER RENTAL,
ELECTRICAL, FURNITURE, ACCESSORIES**

Conference Partners Prague Ltd.
Tel: +420 224 262 108, +420 224 262 110
E-mail: zein@conferencepartners.cz
Web: www.conferencepartners.cz

CATERING

Clarion Congress Hotel Prague
Tel: +420 211 131 154
E-mail: e.mrazova@clarion-hotels.cz

EXHIBITION LOCATION

Clarion Congress Hotel Prague
Freyova 33
CZ 190 00 Prague 9 - Vysočany
Tel: +420 211 131 111
Fax: +420 211 131 401
E-mail: info@cchp.cz

HOTEL ACCOMMODATION

[Hotel Accommodation link](#)

**EXHIBITION MANAGEMENT Amanda
Summers and Jane Morrison
SPIE EUROPE**

Tel: +44 (0)29 2089 4747
Mobile: +44 (0)798 4669822
E-mail: amanda@spieeurope.org
E-mail: jane@spieeurope.org

INSURANCE

BUNDA
Baltic Underwriting Agency, AB
E-mail: andrius@bunda.eu and/or
zaneta@bunda.eu

LUNCHEON ORDERS

Event Partners
E-mail: support@conference.cz

SALES**Europe**

Laurence Devereux
Tel: +44 (0)1372 750555 (office)
Email: laurence@spieeurope.org

North America

Kim Abair
Email: kima@spie.org
Tel: +1 360 685 5499

Lacy Barnett
Email: laceyb@spie.org
Tel: +1 360 685 5551

Melissa Valum
Tel: +1 360 685 5596
Email: melissav@spie.org

**SHIPPING AND MATERIAL HANDLING
UK**

DSV Solutions
Ricky Straw
Tel: +44 (0)7808 242467
E-mail: ricky.straw@dsv.com

Europe

Martin Ulicny
Schenker s.r.o.
Tel: +420 242 405 165, + 420 724 583 294
Mob: +420 724 067382 Fax:
+420 266 710 290
E-mail: martin.ulicny@dbschenker.com
Web: www.schenker.cz

United State of America

TWI Group, Inc.
Tel: +1 650 357 1302 ext.1
Fax: +1 650 357 7563 E-mail:
mgiddens@twiglobal.com
www.twiglobal.com

EXHIBITION LOCATION

Clarion Congress Hotel
Freyova 945/33
190 00 Prague
Exhibition Hall - located on 2nd floor (near conference rooms)

EXHIBITION DATES AND HOURS

Tuesday 8 April 10:00 - 17:00 hrs
Wednesday 9 April 10:00 - 17:00 hrs
Thursday 10 April 10:00 - 13:00 hrs

CONFERENCE DATES

Monday - Thursday 7 April – 10 April

REGISTRATION HOURS (PLEASE CHECK PROGRAMME PRIOR TO THE EVENT)

Sunday 6 April 15:00 – 17:00 hrs
Monday 7 April 07:45 – 17:00 hrs
Tuesday 8 April 07:45 – 17:00 hrs
Wednesday 9 April 08:00 – 17:00 hrs
Thursday 10 April 08:00 – 16:00 hrs

COFFEE BREAKS

Tuesday 8 April 10:00 - 11:00 hrs & 15:00 - 16:00 hrs
Wednesday 9 April 10:00 - 11:00 hrs & 15:00 - 16:00 hrs
Thursday 10 April 10:00 – 11:00 hrs

Note: There will be an ongoing coffee break in the exhibition hall throughout the event.

EXHIBITION MOVE-IN HOURS

Monday 7 April 10:00 – 17:00 hrs
(All freight must be removed from the hall at 17:00 hours)
Tuesday 8 April 08:00 – 10:00 hrs

WELCOME RECEPTION

Monday 7 April 18:00 – 20:00 hrs – Exhibition Area
Exhibitors are invited to man their booth during the Welcome Reception

POSTER RECEPTIONS

Tuesday 8 April 17:30 – 19:00 hrs
Wednesday 9 April 17:40 – 19:15 hrs

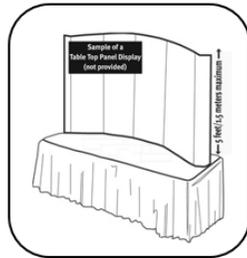
EXHIBITION DISMANTLE

Thursday 10 April 13:00 – 17:00 hrs.

Exhibitors are **not** allowed to begin tear down prior to 13.00 hrs. on Thursday. Please be respectful of attendees and your fellow exhibitors and wait until advised by onsite exhibition management team.

Guidelines for Display Rules & Regulations

Contents



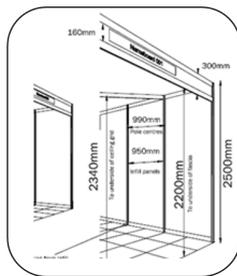
[Tabletop](#)

3



[Shell Stand](#)

4-5



[Other Considerations](#)

6-7

Guidelines for Display Rules & Regulations

- It is the responsibility of the exhibiting company to comply with SPIE rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- SPIE Exhibition Management reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
- Items located in the exhibit space must be in good taste or will be removed at the discretion of the organiser
- Exhibitors wishing to provide their own Shell Stands must inform SPIE Exhibition Management
- Exhibitors providing their own booths must ensure that all open or unfinished sides do not appear unsightly or SPIE Exhibition Management will have them covered at the exhibitors' expense

VIEW SPECIFIC BOOTH REGULATIONS

- [Tabletop displays](#)
- [Shell Stands](#)

THE FOLLOWING ITEMS MUST BE ORDERED SEPERATELY: (not included with the booth/stand rental fee)

- SPIE – standard blue coloured carpet is provided on all booth and tabletop packages (exhibitors can order alternative colour of choice at extra cost via Conference Partners Prague upon direct request) Contact Marin Zein e-mail zein@conferencepartners.cz for further information.

OPTIONAL:

All optional services will be provided by Conference Partners Prague Ltd. If you require any of these services **please ensure the forms are submitted by 7 March 2025** any orders received after this date will incur a 25% additional fee.

- [Cleaning service](#) – SPIE will provide cleaning in the aisle and exhibition areas.
- [Electricity](#) – Note electricity is **NOT provided for tabletop packages.**
- [Internet](#) - complimentary Wi-Fi will be available in the conference/exhibition areas.
- [Furniture](#)

TABLETOP

Limit of one table per contracted tabletop space (1.80m x 0.45m x 0.76m).

- Display space may not exceed 2.0m width limit.
- Display materials are not allowed to be hung on any back wall.
- Floor standing back walls are not allowed.
- If you plan to bring any displays other than specified below, please check with SHOW MANAGEMENT.

Included:

- One 1.80m x 0.45m x 0.76m table (EXHIBITION HALL)
- Company identification sign
- Two chairs
- Wastebasket
- Dividing Wall
- Carpet

Note electricity is NOT provided for tabletop packages. Please order [JK09](#) before **7 March 2025**

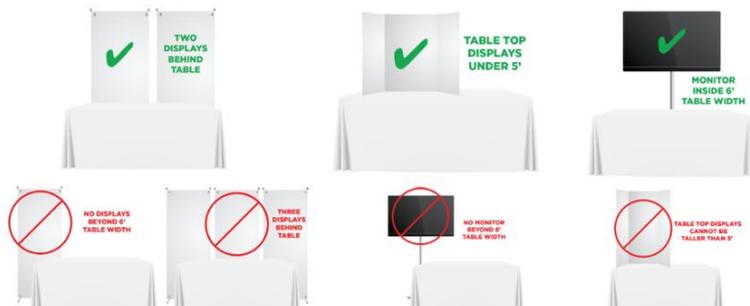
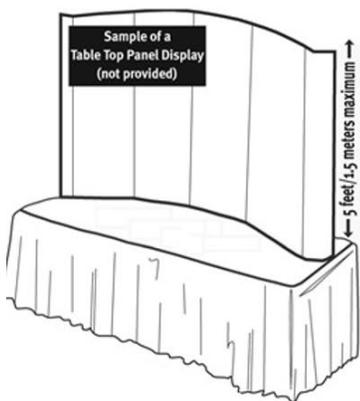
Each contracted tabletop space is limited to (not provided):

ONE table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

OR

UP TO TWO TOTAL of the following display combinations:

- Pop-up banner positioned behind the table [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- Easel positioned behind the table
- Literature stand
- Bag stand



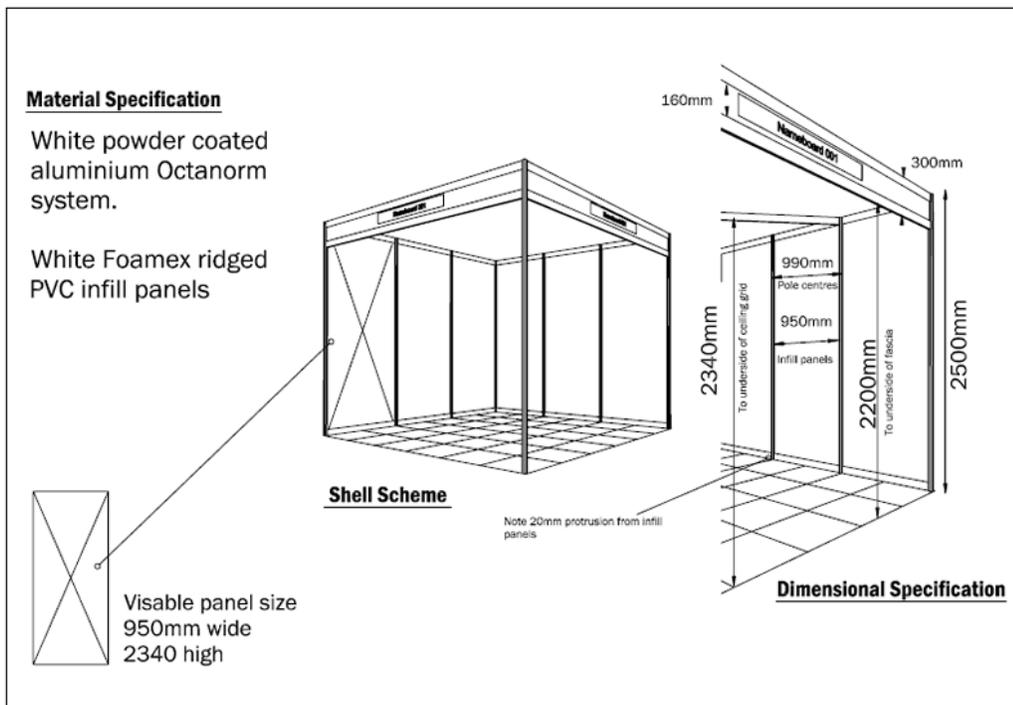
SPIE Exhibition Management reserves the right to remove any display that does not conform to tabletop display regulations.

SHELL STAND

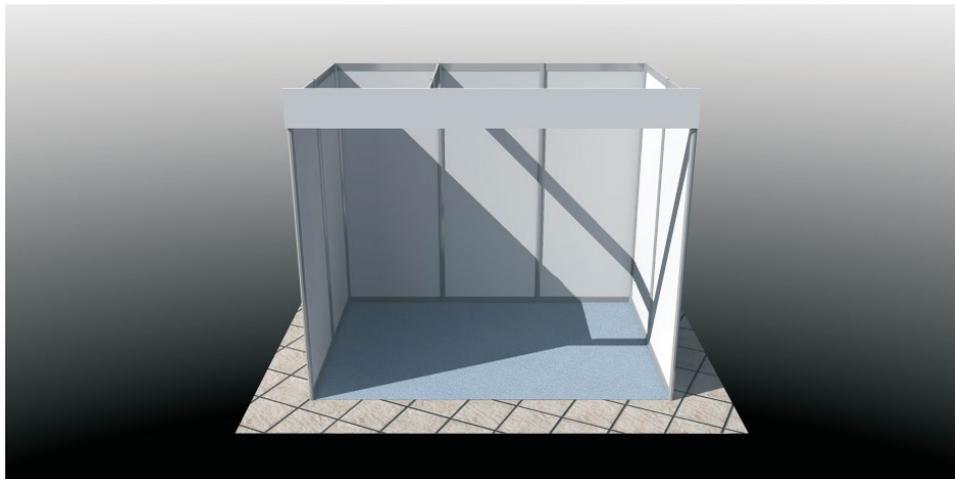
Included:

- Three Spotlights- 8sqm stand, two spotlights 6sqm stand (one spotlight per sqm)
- One Fascia hanging Sign Board (**See [JK06](#) for submission of your company name – due by 7 March 2025**)
- One wastepaper bin
- Blue carpet. If you require a different colour options are available upon request at additional cost.
- Electricity supply for duration of exhibition - 230 V/10A
- Two entry tickets for the technical conference
- Online and Exhibition Guide Listing

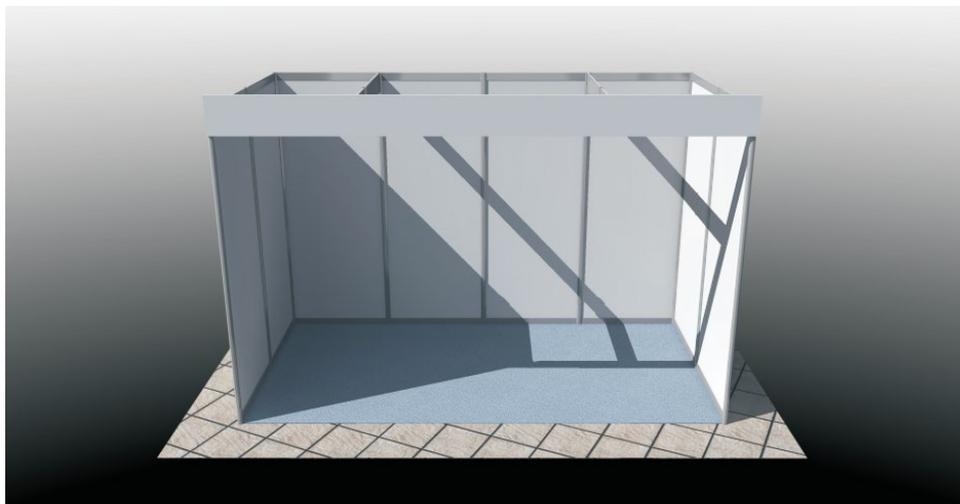
Please use tape/blu-tak or chains to secure items to the stand walls and NOT VELCRO.



Example of 6sqm Shell Stand (3 x 2)



Example of 8sqm Shell Stand (4 x 2)



Please note - no furniture is included in this package. Please refer to the **EXTRA ITEMS** [Shell Stand optional Extras](#) and [Furniture](#) due by **7 March 2025**

- Displays must be confined within the exhibitor's stand/table and must not be designed to obstruct the view of nearby booths or interfere with the flow of traffic.

Exhibition Dates: 8-10 April 2025

ROW AND CORNER BOOTH DISPLAY REGULATIONS

Booths measure 6sqm (3m Length x 2m Depth) and 8sqm (4m Length x 2m Depth); height restriction of 2.4m. This 8ft (2.4m) maximum is allowed only in the back 5ft (1.5m) of the booth.

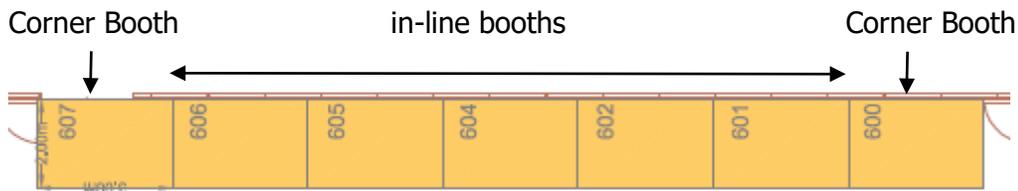
EXHIBITION HALL CEILING HEIGHT RESTRICTIONS*



*Please notify Exhibition Manager if you have any height restrictions relating to your stand or exhibition space.

Corner Shell Stands

A Corner Shell Stand is at the end of a series of “in-line” booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Shell Stands apply.



Customised Shell Stand

Exhibitors building a customised Shell Stand must submit a digital drawing, plans or renderings to [Exhibition Management](#). Customised stands must adhere to Linear Shell Stand guidelines.

Other Important Considerations

Hanging Signs and Graphics

Hanging Signs above Shell Stands only – Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organiser at least 60 days prior to installation. Variances may be issued at the exhibitions or events management’s discretion. Drawings should be available for inspection. SPIE recommends that exhibitors contact the Service Contractor to request a cost estimate for hanging.

Multi-story Exhibit

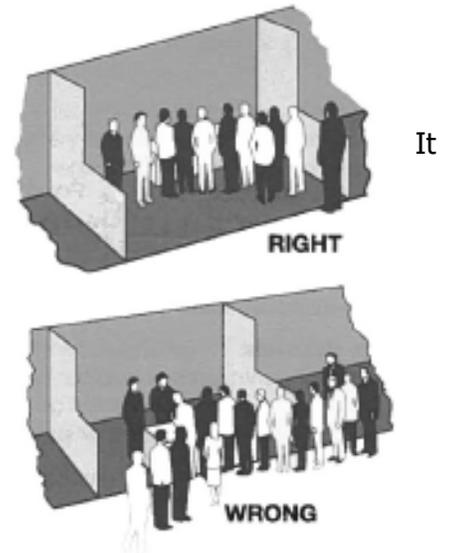
A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organisers should be prepared to assist exhibitors in this application process.

Issues common to all Booth Types

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighbouring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 0.91m and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the European Environmental Protection Agency and the facility.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles. A finished hard panel may be required to defuse back lit displays.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialised lighting effects should be in good taste and not interfere with neighbouring exhibitors or otherwise detract from the general atmosphere of the event.

- LED lights can be very bright yet generally generate less heat. Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organiser, the utility provider, and the exhibit facility.

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighbouring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.europa.eu/en for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, SESAC, GEMA and PRS for Music Limited are five authorised licensing organisations that collect copyright fees on behalf of composers and publishers of music.

IMPORTANT CONSIDERATIONS**Venue Health & Safety**

- All exhibition spaces must be compliant with any requests made by the venue
- SPIE encourages sensitivity, and as reasonably accommodating as possible, to attendees with disabilities.
- Ensure any electronic equipment meets safety requirements for use within an exhibition environment.

Hanging Signs and Graphics

- Booths/Stands only - Contact [Exhibition Management](#) with details of your proposed signage before ordering any services from the venue (include dimensions width, length description of artwork/graphics to be displayed, etc.). SPIE will make enquiries on your behalf.

Structural Integrity

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighbouring exhibitors, hall labourers or installation/dismantling equipment such as pallet hand or forklift truck.
- Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.
- Any display fixtures such as tables, racks or shelves supplied and installed by the exhibiting company and not the venue require proper design and installation to support the product or marketing materials to be displayed upon them.

Please complete and return [fascia and nameboard form](#) for your company name to be displayed on your stand. Alternatively, if you do not require a fascia/company name board or lighting on the framework please advise SPIE Management amanda@spieurope.org.

All SPIE [Exhibition](#) and [Event](#) policies apply

EXHIBITION HALL POLICY

For safety and insurance reasons:

- Everyone who attends the exhibition must be registered and have a badge. Badges for children are free and available onsite at the registration desk
- Children under 14 years of age must be always accompanied by an adult. Guardians are asked to help maintain a professional, disturbance-free exhibition environment
- For safety and insurance reasons, children under 18 are not allowed in the exhibition area during exhibition move-in and move-out

CLEANING SERVICES

- Maintaining booth cleanliness is the responsibility of the exhibitor. Cleaning services may be ordered [here](#)
- The exhibition booth will not be cleaned, or wastebasket emptied, without ordered service
- Exhibition Management will arrange for the general cleaning of the Exhibition Hall and common areas; limited to aisle carpet/flooring and common area garbage disposal

DISTRIBUTION OF FLYERS

- Distribution outside the parameters of the exhibitor's own booth is *prohibited* – unless it is an SPIE approved Event Marketing Opportunity
- Invitations to parties, flyers or company advertisements and logos allowable within the confines of the exhibitor's own booth

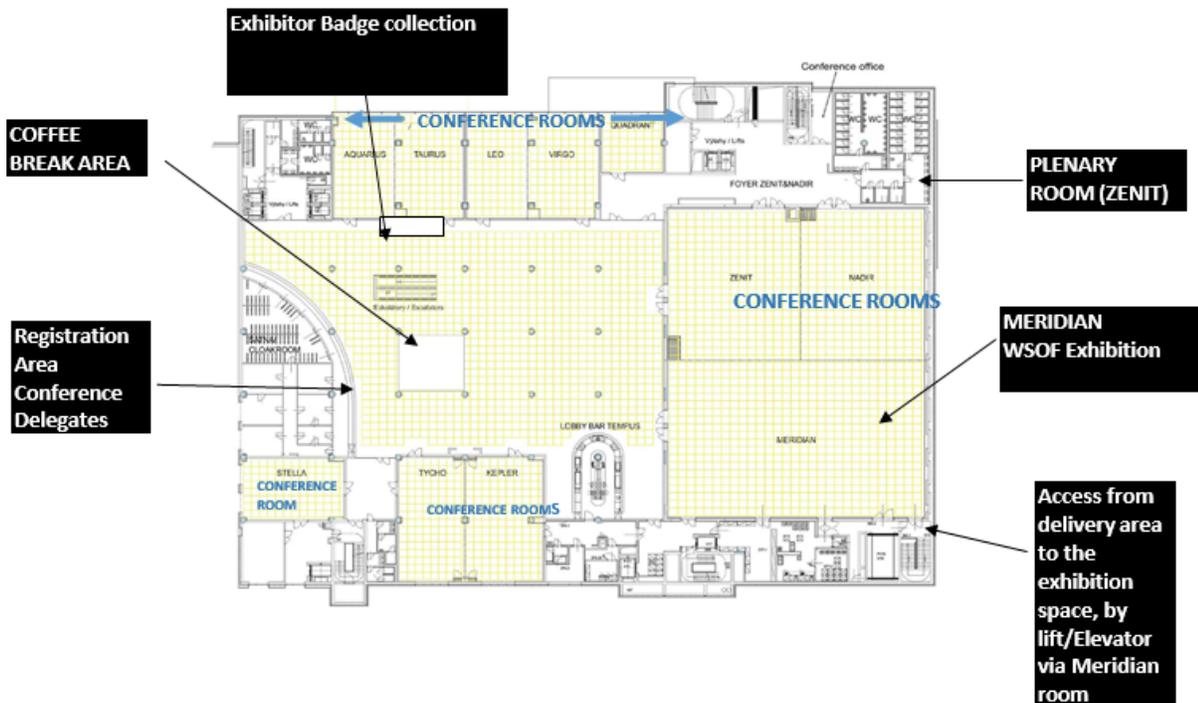
LASER SAFETY CHECK

- All displays containing an operating laser(s) and open laser beam must be contained in a Class 1 type enclosure.
- All laser equipment, associated with optics or equipment, and beam stops are required to be secured from any movement (accidental or otherwise)
- No aerial display of any laser beam within the conference centre property, including assigned booth, is allowed without SPIE exhibition management written permission
- Exhibitors are responsible for the safety of any laser display during both set-up and exhibition hours
- Exhibitors shall use appropriate safety measures to prevent any unwanted or unintentional laser radiation exposure to any convention centre staff or workers during pre-show set-up [Laser Safety Rules and Guidelines](#) are courtesy of the International Electro technical Commission

LIFT/ELEVATOR

- There is an elevator for transporting items to and from the exhibition floor level via the Meridian Room. Authorised personnel will be operating this lift during set up and dismantling times
- The Lift can hold 3800kg (w - 260 cm /h -224 cm / d -1535cm)

IMPORTANT: Access to the lift may be refused if the operator is not booked in advance. If you are not using one of the recommended freight companies you must notify us about the arrival of your freight.



LUGGAGE/COAT CHECK

- The luggage Room is available in the Hotel. Please request details at Main Hotel Reception.
- **Coat Check is available in the Exhibition Hall**



LUNCHES

- The Exhibition Hall will remain open during attendee lunch breaks. Please staff your exhibit accordingly.
- You can purchase luncheon for a cost of €28 per person when you register your exhibition staff
- There is a shopping **Centre Galerie Fenix** adjacent to the Hotel – accessed from the Main Hotel Reception Level. The walkway directly from the venue to the Galerie Fenix has a food court on this level and further Cafe's, fast food outlets and a supermarket can be found throughout the shopping area



Exhibition Dates: 8-10 April 2025

PHOTOGRAPHY AND VIDEO TAPING IN THE EXHIBITION HALL

- Recordings of any kind are prohibited without explicit permission from on-site company representatives
- Individuals not complying with this policy will be asked to surrender their recording media and to leave the exhibition hall
- Refusal to comply with such requests is grounds for expulsion from the event

SELLING ON EXHIBITION FLOOR

- The Technical Exhibition is limited to organisations with products or services related to the industry served by the event and is provided to allow industry companies to meet with researchers and engineers, who work in this field and to provide company exposure to those attendees
- Direct sales and/or delivery of non-related, retail or consumer products are prohibited
- Exhibitors are solely responsible for any tax liabilities, which may arise relating to sales resulting from the exhibition
- SPIE is not responsible for any sales, use, or other taxes relating to transactions by exhibitors at the SPIE exhibitions

SECURITY AND LIABILITY

- A 24-hour security service will be provided in the exhibition area for protection against fire and other catastrophes
- Exhibitors may order additional security - contact show management
- Every reasonable effort will be made to prevent loss. However, the final responsibility is with the exhibitor who should arrange for insurance coverage, which takes into account the full value of the exhibit
- SPIE recommends exhibitors remove valuable and small, easily portable items from the exhibition area any time the exhibition is officially closed
- SPIE does not accept any responsibility for losses

SMOKING

- The Clarion Congress Hotel Prague is a non-smoking facility; Smoking is **not** allowed in the Exhibition Halls or hallways.

UNAUTHORISED SOLICITATION

- Unauthorised solicitation in the Exhibition Hall is prohibited
- Any non-exhibiting manufacturer or supplier observed to be soliciting business in the aisles, or in another company's booth, will be asked to leave immediately
- Exhibitors are not allowed to distribute flyers, business cards, etc. to other exhibitors without their direct consent

BOOTH ACTIVITIES IN THE EXHIBITION HALL

Exhibitors must always contain customer activity and noise levels within their booth space and during demonstrations and receptions. Blocking aisles is not allowed during exhibition hours. Please submit the [Booth Activity Request](#) form no later than **Friday 14 March 2025**.

CATERING

No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterer without express written consent of the Clarion Congress hotel. Should you wish to order stand catering, contact [Eliška Mrázová](#) at the Clarion Congress Hotel. Alcohol service is allowed under specific conditions and during specific limited times [Booth Activity Request](#) **and contract amendment are required.**

INSURANCE GUIDELINES – Deadline 7 March 2025

Exhibitors must, at their own expense, secure and maintain the required insurance coverage, throughout the duration of the exhibition, including move-in and move-out days:

Required Coverages:

Comprehensive General Liability Insurance with limits of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable). All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on a per occurrence basis.

- The exhibitor shall name SPIE as an additional insured on its general commercial liability insurance.
- A Certificate of Insurance to SPIE, from the insurance carrier, is required 30 days prior to the exhibition. **Please make sure the Certificate of Insurance includes the name of the exhibiting company.**
- Exhibitor acknowledges that SPIE has no obligations to maintain insurance on Exhibitor's behalf.
- Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.
- This insurance must be in force during the dates of the event, **7 - 10 April 2025**, naming SPIE – The International Society for Optics and Photonics (PO Box 10, Bellingham WA 98227) as the certificate holder. The following must be named as additional insured:
 1. SPIE – The International Society for Optics and Photonics - PO Box 10, Bellingham WA 98227
 2. Clarion Congress Hotel, Freyova 945/33, 190 00, Prague

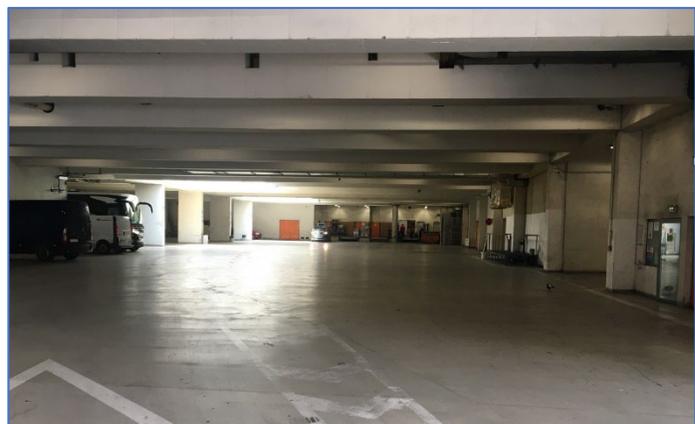
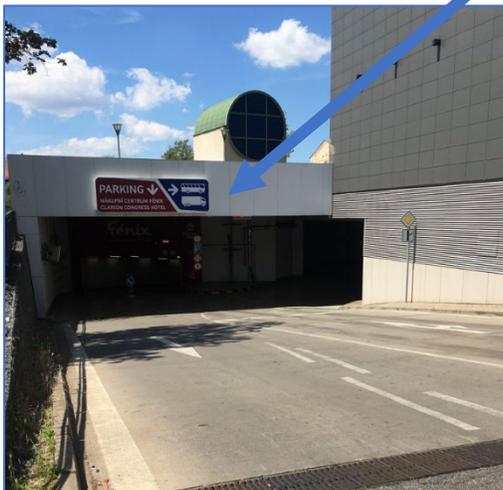
For exhibitors who wish to purchase the required insurance coverage via our approved provider please contact BUNDA Baltic Underwriting Agency, see details below;

- Application link for [liability insurance](#)
- Administrative queries please contact andrius@bunda.eu and/or Žaneta at zaneta@bunda.eu
- Insurance premium 220 Euros

Upload Certificate of Insurance through the [Exhibitor Dashboard](#) **by 7 March 2025.**

- Please note there is onsite parking available at the venue. There are approximately 600 spaces, 300 of which are shared with the Shopping Centre located adjacent to the congress centre
- EXHIBITORS should use **-3 Level**. This floor belongs to the CLARION HOTEL. Any parking ticket should be linked to the registration number of the vehicle onsite for security reasons. Cameras are used to scan the registration number plate of the vehicle to exit via gate once fee is fully paid
- There are no provisions to reserve parking
- Accommodated guests pay on Reception desk (Reception floor), Non-accommodated guests pay on the Congress bar (Congress floor) or at parking machines in the garage
- Parking costs 400 CZK per 24 hours (17 Euros). Work days 3 hours are free of charge and every other hour is 50 CZK, weekends 5 hours are free of charge and every other hour is 50 CZK).
- **All vehicles may stay in the cargo area for a period that is necessary for loading/unloading.** Parking of vehicles lower than 2.6m in the cargo area is prohibited. Parking of vehicles higher than 2.6m may request over-night parking in the cargo area in advance please contact [Anna Jílková](#) –registration plate number needed, 1500 CZK/ 60 EUR /car / night. Limited parking spaces, hotel may reject parking in the cargo area.
- Exhibitors hand carrying items into the exhibition hall can drop off items on the ramp and then park in the underground parking area or use the lift/elevator in the park area which goes directly to the (conference floor)

Below are photos of how to get to the cargo area.



SHIPMENTS

- All services related to shipping and freight handling **must** be ordered in advance
- Our approved Senior forwarder for this exhibition is [Martin Ulicny](#) Tel: +420 724 067 382 at SCHENKER spol s.r.o.
- UK companies contact [Ricky Straw](#) of DSV Exhibitions Tel: +44 1376 567567
- US companies please contact [Marianne Giddens](#)
- If you require **freight services**, please complete [Form JK3](#) **deadline 7 March 2025**

Inbound Shipping

- **Exhibitors from outside the European Union, prior to sending your shipment, we strongly suggest you contact an approved freight provider to avoid complications with your delivery on site.**
- Shipments are subject to customs clearance and general courier companies may not be able to arrange for customs clearance, depending on the type of goods being sent, value, etc.

IMPORTANT - If using any other freight provider, adhere to these guidelines:

- **Your onsite Company representative is required at your exhibition space when freight is due for delivery.** They will need all relevant information about the delivery arrangements for your consignment. If no-one is onsite to receive the goods, Schenker will take receipt of your shipment and transfer them to the stand upon your arrival. Charges will apply.
- SPIE does not function as a freight customs company and does not provide support with freight clearance or delivery issues
- It is your responsibility to confirm with your freight provider that your packages have been received and that any customs clearance duties for your package have been invoiced

Please be advised that the facility cannot receive advance shipments. If you are not using the official Freight Forwarding Shipping services then shipments sent directly to the venue must only arrive on the set-up dates, which are: -

Monday 7 April between 10.00 – 17.00 hrs

(All freight must be removed from exhibit hall at 17:00 hours)

Tuesday 8 April, between 08.00 – 10.00 hrs

The address for shipments being sent directly to the venue

Exhibition Hall 2nd floor

Your company name

Your stand number

Clarion Congress Hotel

Freyova 945/33

190 00 Prague

Czech Republic

Tel: +420 211 131 139

Enhanced Media Services for SPIE Optics + Optoelectronics Exhibitors – Increase Your Exposure**Media Representation**

Trade and mainstream media are invited to attend SPIE Optics + Optoelectronics and to view the products/services your company is showcasing. As they pre-register for the meeting, media representatives are added to the registered press list. You can view the list by emailing media@spie.org. Take advantage of this opportunity to promote your product before the meeting!

Social Media

Use the official conference hashtag, **SPIEOptoelectronics**.

Tag us on your preferred social media network during, before, and after the event:

Bluesky: [@SPIE.org](https://bsky.app/profile/spie.org)

Instagram: [@SPIEphotonics](https://www.instagram.com/SPIEphotonics)

LinkedIn: [SPIE, the international society for optics and photonics](https://www.linkedin.com/company/spie)

X: [@SPIEtweets](https://twitter.com/SPIEtweets)

Facebook: [@SPIE.org](https://www.facebook.com/SPIE.org)

Social Media Contact: Emily Haworth • email: emilyh@spie.org

Free Online Press Releases/Product Announcements

Journalists prefer electronic material that is accessible at their convenience. Give them advance notice of your news by posting a brief press release and/or product announcement on the SPIE Optics + Optoelectronics Online Exhibition web page **free of charge**. You can also choose to be a Featured Exhibitor with expanded website acknowledgement, and a photo or logo on the main SPIE Optics + Optoelectronics Exhibition page; contact the Sales Department at SPIESales.org for more information about the Featured Exhibitor option.

Press Contact: Daneet Steffens • email: daneets@spie.org



BASIC INFORMATION

EXHIBITION ORGANISER

Conference Partners Prague Ltd.

Ke kašně 482/15

142 00 Praha 4

Czech Republic



Tel: +420 224 262 108, + 420 777 616 577

Fax: +420 224 261 703

E-mail: zein@conferencepartners.cz

Web: www.conferencepartners.cz

Contact Persons: Alexandra Sternberg, Martin Zein

FREIGHT FORWARDER

Schenker s.r.o.

5. Května 65

140 21 Praha 4

Czech Republic



Tel: +420 242 405 165, + 420 724 583 294

Fax: +420 266 710 290

E-mail: martin.ulicny@dbshenker.cz

Web: www.schenker.cz

Contact Person: Martin Uličný

DEADLINES

Deadline for Submission: 07 March 2025

Deadline for Late Orders: 1 April 2025

(25% Late Order Surcharge will apply, payments by credit card only)

On-site Orders:

Subject to availability

(50% On-site Surcharge will apply, payments by credit card or cash only)

Please send this form by fax or by e-mail to:

Conference Partners Prague s.r.o., Ke kašně 482/15, 14200 Prague, Czech Republic
Phone: +420224262108, +420224262110, Fax: +420224261703, Email: zein@conferencepartners.cz

SPIE. OPTICS+ OPTOELECTRONICS

7 - 10 April 2025, Clarion Congress Hotel Prague, Prague, Czech Republic

PRICES

For all late orders (ordered between 07 March – 1 April 2025), the Late Order Surcharge of 25% will apply. Late Order services can not be guaranteed, will be confirmed individually. On-site orders are possible, but are subject to availability. 50% surcharge to be charged for all on-site orders.

All prices stated per event unless otherwise indicated.

PAYMENT CONDITIONS

All services are to be paid in full before the event, 100% deposit is required. The payment can be made either by bank transfer or by credit card for orders submitted before 15 March 2019. Bank transfer details will be sent together with an invoice.

For late orders made after 1 April 2019, only payments by credit card will be accepted. On-site orders to be paid by credit card or in cash.

Please send this form by fax or by e-mail to:

**Conference Partners Prague s.r.o., Ke kašně 482/15, 14200 Prague, Czech Republic
Phone: +420224262108, +420224262110, Fax: +420224261703, Email: zein@conferencepartners.cz**



FORM JK1: EXHIBITOR INFORMATION

Deadline: 7 March 2025

Company Name:

Company Name:

Contact Person:

Address:

City:

Postcode:

Country:

VAT number:

Telephone:

Fax:

E-mail:

Website:

Stand Area (in sqm):

Stand Size:

Name / Signature:

Date:

Please send this form by fax or by e-mail to:

Conference Partners Prague s.r.o., Ke kašně 482/15, 14200 Prague, Czech Republic
Phone: +420224262108, +420224262110, Fax: +420224261703, Email: zein@conferencepartners.cz



FORM JK3: CONFERENCE FREIGHT
Deadline: 7 March 2025

Company Name:

We will require the following services – please tick:

- Customs Clearance Formalities
- Unpacking
- Packing
- Empty case storage
- Forklift to unload
- Forklift to reload
- Palet truck to unload
- Palet truck to reload

Please specify the freight details (quantity, description, weight, etc.):

.....
.....

- Transport

Please specify:

Name / Signature:

Date:

[To download more information on shipping shipping instructions click here](#)

[For non EU companies the proforma invoice can be found here](#)

Please send this form by fax or by e-mail to:

7 - 10 April 2025, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK05: SHELL-SCHEME STANDS – OPTIONAL EXTRAS

Deadline: 7 March 2025

Company Name:

Please specify number of required items:

	Showcase: high, 2 glass shelves size: 100x50cm/250 cm	Unit Price 68 EUR	Units:
	Showcase: low, 1 glass shelf size: 100x50cm/100 or 80cm	Unit Price 42 EUR	Units:
	Welcome counter, 1 shelf size: 100x50cm/100 or 80cm	Unit Price 42 EUR	Units:
	Bar counter, 1 shelf size: 100x50cm/115cm	Unit Price 42 EUR	Units:

- | | | | | |
|--------------------------|---|-------------|--------|--------------|
| <input type="checkbox"/> | Shelf: laminate, rectangular, 30x100cm | Unit Price | 14 EUR | Units: |
| <input type="checkbox"/> | Shelf: laminate, rectangular, variable slope 30x100cm | Unit Price | 17 EUR | Units: |
| <input type="checkbox"/> | Table desk for the bar counter | Price per m | 24 EUR | Units: |
| <input type="checkbox"/> | Folding door: lockable, 100cm/200cm | Unit Price | 60 EUR | Units: |
| <input type="checkbox"/> | Wall hanger (for shell-scheme walls only) | Unit Price | 12 EUR | Units: |
| <input type="checkbox"/> | Separating wall: 50 cm/250cm | Unit Price | 17 EUR | Units: |
| <input type="checkbox"/> | Separating wall: 70 cm/250cm | Unit Price | 18 EUR | Units: |
| <input type="checkbox"/> | Separating wall: 100 cm/250cm | Unit Price | 19 EUR | Units: |
| <input type="checkbox"/> | Separating wall: 140 cm/250cm | Unit Price | 25 EUR | Units: |

All separated walls: an aluminium construction with a white panel (shell-scheme construction system).

Name / Signature:.....

Date:.....

Please send this form by fax or by e-mail to:



FORM JK07: GRAPHICS

Deadline: 7 March 2025

Fascia board: company name, max. 20 characters (name only, not the logo) included in the basic shell-scheme-stand price.

Company Name:

Please tick required services:

- | | | | |
|--|---------------------------------|--------|--------------|
| <input type="checkbox"/> Logo, width 60 cm, self-adhesive foil, one colour
(for the counter, welcome desk or the system wall element) | Unit Price | 45 EUR | Units: |
| <input type="checkbox"/> Print on self-adhesive foil, full colour | Per sqm | 60 EUR | Units: |
| <input type="checkbox"/> Print on sail-cloth (PVC weathercloth), full colour | Per sqm | 60 EUR | Units: |
| <input type="checkbox"/> Print on board (kapa, forex) | Price to be quoted individually | | |
| <input type="checkbox"/> Other prints | Price to be quoted individually | | |

Please specify your requirements:

.....
.....

Please send your logo as an EPS illustrator file and the print-out in correct colour, or specify Pantone code numbers as an example. If any other artwork than logo, please send a graphic file specifying all the details necessary.

Name / Signature:

Date:

Please send this form by fax or by e-mail to:

Conference Partners Prague s.r.o., Ke kašně 482/15, 14200 Prague, Czech Republic
Phone: +420224262108, +420224262110, Fax: +420224261703, Email: zein@conferencepartners.cz

FORM JK08: EXTRA ITEMS

Deadline: 15 March 2023

Company Name:

	Chair:	Unit Price 16 EUR	Units:
	Bar stool	Unit Price 29 EUR	Units:
	Table: 80x80cm/70cm colour: black	Unit Price 35 EUR	Units:
	Table: laminate, size 120x80/70cm (colour: black, white or wood)	Unit Price 39 EUR	Units:
	Table: laminate, size 80/70cm (colour: white)	Unit Price 39 EUR	Units:
	Bar table: laminate, 60cm/115 cm	Unit Price 48 EUR	Units:
	Brochure rack: acrylic glass	Unit Price 40 EUR	Units:
	Waste bin	Unit Price 9 EUR	Units:
	Coat rack (colour: black, white or wood)	Unit Price 19 EUR	Units:
	Coat rack (large)	Unit Price 2210 EUR	Units:
	Mirror (high)	Unit price 21 EUR	Units:

Please send this form by fax or by e-mail to:

SPIE. OPTICS+ OPTOELECTRONICS

7 - 10 April 2025, Clarion Congress Hotel Prague, Prague, Czech Republic

	Lockable cabinet, size 80x40/70cm (colour: black or white)	Unit Price 42 EUR	Units:
	Conference armchair: nature or black size 78x68/77cm	Unit Price 46 EUR	Units:
	Sofa, black or white size 180x88/66cm	Unit Price 82 EUR	Units:
	Conference table, white wood size 90x55/45cm	Unit Price 42 EUR	Units:
	Fridge 110 l	Unit Price 99 EUR	Units:
	Coffeemachine Lavaza	Unit Price 180 EUR	Units:
	Coffeemachine Dolce Gusto	Unit Price 90 EUR	Units:
	Spot light	Unit price 14 EUR	Units:
	Fluor lamp	Unit price 26 EUR	Units:
	Power extension cable	Unit price 10 EUR	Units:
	Reading lamp	Unit price 19 EUR	Units:
	Welcome counter (100 x 50/80) locable	Unit price 42 EUR	Units:
	Welcome counter (100 x 50/100) locable	Unit price 45 EUR	Units:

Please send this form by fax or by e-mail to:

Conference Partners Prague s.r.o., Ke kašně 482/15, 14200 Prague, Czech Republic
 Phone: +420224262108, +420224262110, Fax: +420224261703, Email: zein@conferencepartners.cz

SPIE. OPTICS+ OPTOELECTRONICS

7 - 10 April 2025, Clarion Congress Hotel Prague, Prague, Czech Republic

	Welcome counter with glass top (100 x 50/80)	Unit price 42 EUR	Units:
	Welcome counter with glass top (100 x 50/100)	Unit price 42 EUR	Units:
	Book rack (4 shelves) 100 x 50/250	Unit price 45 EUR	Units:
	Background (1 x 1 m, foldable door)	Unit price 60 EUR	Units:
	Glass rack (100x 50 / 250)	Unit price 68 EUR	Units:
	Plasma 50" (incl. cables)	Unit price 260 EUR	Units:
	TV stand for plasma TV	Unit price 43 EUR	Units:
	LCD 32" (incl. cables)	Unit price 175 EUR	Units:
	If you require any other item not listed in this collection be so kind and contact us.		

Photos of the above items are illustrative.

Name / Signature:

Please send this form by fax or by e-mail to:

Conference Partners Prague s.r.o., Ke kašně 482/15, 14200 Prague, Czech Republic
Phone: +420224262108, +420224262110, Fax: +420224261703, Email: zein@conferencepartners.cz



FORM JK09: ELECTRICITY

Deadline: 7 March 2025

Company Name:

Please tick services ordered and specify number of items required:

- | | | | |
|--|------------|---------|--------------|
| <input type="checkbox"/> 3,5 kW (single-phase, 230V, 16A, 50Hz) | Unit Price | 50 EUR | Units: |
| <input type="checkbox"/> <i>Electrical connection revision / certificate - obligatory</i> | Unit Price | 39 EUR | Units: |
| <input type="checkbox"/> Fridge socket (230V, max.6A, 50Hz, 24 hours a day) | Unit Price | 170 EUR | Units: |
| <input type="checkbox"/> 10,5 kW (three-phase, 400V, 16A, 50Hz) | Unit Price | 210 EUR | Units: |
| <input type="checkbox"/> Rental of the fuse board | Unit Price | 120 EUR | Units: |

All items include the electricity consumption. Only one electrical revision per stand needed.

Other than above stated items available upon request.

Name / Signature:

Date:

Please send this form by fax or by e-mail to:

Conference Partners Prague s.r.o., Ke kašně 482/15, 14200 Prague, Czech Republic
Phone: +420224262108, +420224262110, Fax: +420224261703, Email: zein@conferencepartners.cz



FORM JK10: LIGHTING

Deadline: 7 March 2025

Company Name:

Please tick services ordered and specify number of items required:

- | | | | |
|--|------------|--------|--------------|
| <input type="checkbox"/> Spotlight 60W, adjustable | Unit Price | 14 EUR | Units: |
| <input type="checkbox"/> Halogen reflector: extension jib, 50W, 40cm | Unit Price | 26 EUR | Units: |
| <input type="checkbox"/> Halogen reflector: extension jib, 200W, 40cm, „scoop“ | Unit Price | 5 EUR | Units: |
| <input type="checkbox"/> Spotlight for the showcase, 220V, 100W | Unit Price | 19 EUR | Units: |
| <input type="checkbox"/> Discharge lamp, 150W | Unit Price | 46 EUR | Units: |
| <input type="checkbox"/> Extension cable, 3m, 3 sockets, 10A | Unit Price | 9 EUR | Units: |

Name / Signature:

Date:

Please send this form by fax or by e-mail to:



FORM JK11: INTERNET

Deadline: 7 March 2025

Company Name:

SPIE 2025 Wi-Fi access on the congress floor is for exhibitors and delegates free.

The above service is provided through the hotel wi-fi network.

Wired connection for exhibitors:

<input type="checkbox"/> Internet Cable Access 2 Mbps, 24 hours	Unit Price	90 EUR	Units/Days:
<input type="checkbox"/> Internet Cable Access 5 Mbps, 24 hours	Unit Price	142 EUR	Units/Days:
<input type="checkbox"/> Internet Cable Access 10 Mbps, 24 hours	Unit Price	240 EUR	Units/Days:
<input type="checkbox"/> Office Internet Cable Access Package 5 Mbps, 24 hours (dedicated private network solution)				
	Unit Price	530 EUR	Units/Days:
<input type="checkbox"/> On-Site technical support (IT specialist), 1 hour	Unit Price	60 EUR	Units/Days:

*Please note that prices for Internet Cable Access are stated **per DAY** (24 hours).*

Name / Signature:

Date:

Please send this form by fax or by e-mail to:



7 - 10 April 2025, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK12: FLOWERS

Deadline: 7 March 2025

Company Name:

Please tick services ordered and specify number of items required:

- | | | | |
|--|------------|--------|--------------|
| <input type="checkbox"/> Ficus Benjamina (up to 0,8m high) | Unit Price | 42 EUR | Units: |
| <input type="checkbox"/> Ficus Benjamina (up to 1,5m high) | Unit Price | 46 EUR | Units: |
| <input type="checkbox"/> Little vase with one gerbera | Unit Price | 21 EUR | Units: |
| <input type="checkbox"/> Ikebana small (20 cm wide) | Unit Price | 40 EUR | Units: |
| <input type="checkbox"/> Ikebana large (40 cm wide) | Unit Price | 48 EUR | Units: |
| <input type="checkbox"/> Cut flowers in a glass vase (15 cm) | Unit Price | 40 EUR | Units: |
| <input type="checkbox"/> Cut flowers in a glass vase (30 cm) | Unit Price | 70 EUR | Units: |
| <input type="checkbox"/> Mixed bouquet wrapped in foil | Unit Price | 70 EUR | Units: |

Please specify the preferred colour:

Please note that vases are provided as rental only.

Name / Signature:

Date:

Please send this form by fax or by e-mail to:



FORM JK13: CLEANING OF THE STAND

Deadline: 7 March 2025

Company Name:

Stand Cleaning Unit Price 10 EUR / sqm / day

(Cleaning of the floor, withdrawal of the wastebaskets, cleaning of the tables and desks, show cases. No cleaning of exhibited goods.)

Stand Area (sqm):

Days when the cleaning is required:

Name / Signature:

Date:

Please send this form by fax or by e-mail to:



7 - 10 April 2025, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK15: CREDIT CARD PAYMENT AUTHORIZATION FORM

(In case you wish to pay by credit card.)

CompanyName:

CreditCard Type: EC/MC, Mastercard

VISA

Unfortunately, we do not accept American Express cards. Thank you.

Credit Card Number:

Cardholder Name:

Expiry Date:

CVC / CVV:

I hereby authorize Conference Partners Prague Ltd. (EU-VAT No. CZ 26691671) to charge the above credit card for the services ordered with Conference Partners Prague Ltd. for the SPIE Optics and Optoelectronics 2025, 07-10/4/2025

Date:

Cardholder's Signature:

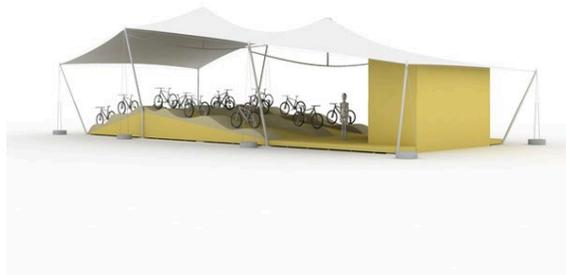
Please send this form by fax or by e-mail to:

FORM JK16: CUSTOM STAND – ON REQUEST

Company Name:

If you prefer to have a custom stand we would be glad to prepare the stand design and proposal for you. In case you have got your own design, please do not hesitate to send it to us for price proposal.

For more informations please contact us on email: zein@conferencepartners.cz or call us on +420 777 616 577 or +420 224 262 108.



Please send this form by fax or by e-mail to:



Buffet lunches are served every day at Restaurant Veduta, which is placed right besides the main hotel reception in the first floor of Clarion Congress Hotel Prague, a few meters away from the conference venue, offering great quality choice of foods and beverages. More common lunches are also served in the food court of adjacent shopping centre Gallery Fénix.

CONFERENCE BUFFET	DATE	PRICE	QUANTITY	COST
 <p>Conference Buffets</p> <p><small>Clarion Congress Hotel Prague</small></p>	Buffet lunch "Mercury" - Monday, April 7	28 Euros		
	Buffet lunch "Mercury" - Tuesday, April 8	28 Euros		
	Buffet lunch "Mercury" - Wednesday, April 9	28 Euros		
	Buffet lunch "Mercury" - Thursday, April 10	28 Euros		
				TOTAL COST

CONTACT INFORMATION

Email:

Make sure to enter a valid email address. We will send you an order confirmation including a link that you need to access your order later.

INVOICE INFORMATION

Individual customer
Business or institutional customer Name, required

Name - Given Name and Family Name

Address

Zip Code **City**

Country **Internal Reference**

PAYMENT METHOD

CREDIT CARD — Please contact Event Partners s.r.o. to make credit card payments.
 Event Partners s.r.o. accepts Mastercard, Maestro, Visa, Visa Electron, V Pay, Apple Pay and Google Pay

Cash Amount Payable to Event Partners s.r.o.

Bank Payment Euros

Please reference PO#

For wire transfers and bank information, please contact Event Partners s.r.o. at support@conference.cz.

Email, mail, or fax this form AND booth personnel contact form to:
 Email: support@conference.cz
 Event Partners s.r.o.
 Ryzlinková 2227/2a
 182 00 Prague 8 – Liben Czech Republic
 Phone: +420 224 262 109
 Fax: +420 226 531 809 www.spie.org/oo

IMPORTANT
 For each of your booth personnel requiring lunch please complete and submit

Booth Personnel Form