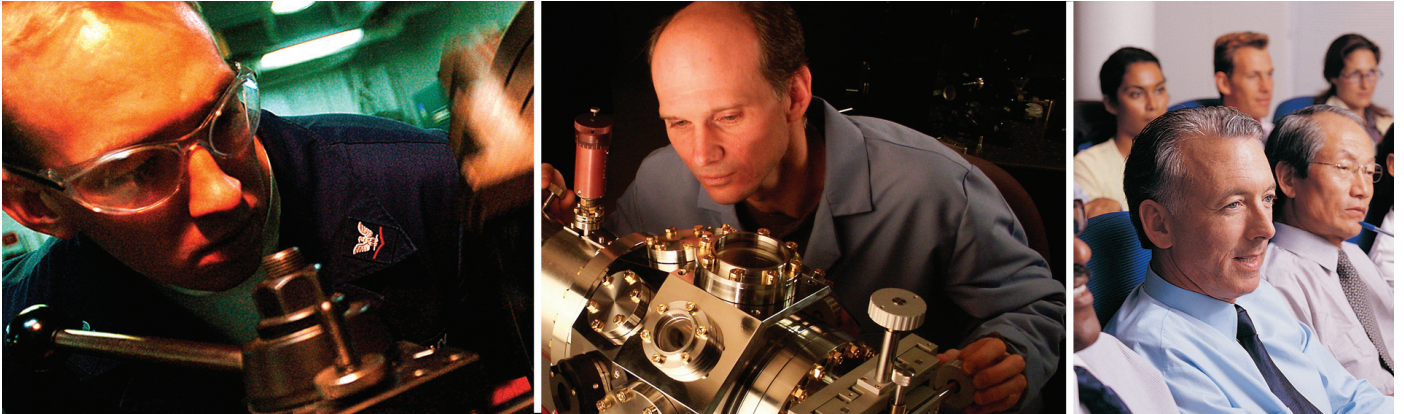


SPIE Europe 
Optical Systems Design



Exhibitor Service Manual

Exhibition:
3–4 September 2008

Conferences & Courses:
2–5 September 2008

Caledonian University
Glasgow, Scotland, United Kingdom

 **SPIE Europe**



Dear Exhibitor:

WELCOME! Enclosed is the SPIE Europe Optical Systems Design 2008 (EOD08) Exhibitor Service Manual and the Exhibitor Checklist below to assist you in your planning. This packet includes important events and times specific to the Exhibition, the set-up, ordering forms, and shipping instructions.

EXHIBITOR CHECKLIST	DEADLINE DATES
<input type="checkbox"/> EXHIBITOR COMPANY LISTING	5 August
Submit your company's product description and new products online. See attached instructions.	
<input type="checkbox"/> HOTEL INFORMATION	by 22 July
Make your hotel reservations immediately to insure availability and conference rates. The hotel instructions are included in the, and on the web.	
<input type="checkbox"/> EXHIBITOR BADGE/LUNCH ORDER FORM	5 August
Return this form to SPIE to pre-register Exhibit personnel.	
<input type="checkbox"/> CERTIFICATE OF INSURANCE	4 August
Information on insurance coverage is included.	
<input type="checkbox"/> ONSITE SHIPMENTS ARRIVAL DATES	26-29 August
Refer to the shipment information in this packet.	

If you have any questions, please contact me via email, mandy@spieeurope.org or Diane Cline, Exhibitions Manager, in our U.S. SPIE Headquarters, diane@spie.org.

We wish you a successful exhibition!

Kind regards,

Mandy Watkins
SPIE Europe Exhibitions Coordinator

PREFERRED VENDORS AND SHOW CONTACTS

SPIE Europe has selected the following companies to provide exhibitors with extra services. SPIE Europe has negotiated special rates and you may save money by eliminating extra fees from outside companies.

AUDIO VISUAL/COMPUTER EQUIPMENT

Dimension 8 Ltd (Online ordering opens **1 July**)

Dimension House

3 Leeway Industrial Estate, Newport, South Wales NP19 4SL

Tel +44 (0)1633 270808; Fax +44 (0)1633 274141

Email: info@dimension8.com; sales@dimension8.com; electrics@dimension8.com

Exhibitor Password = EOD08

CAR RENTAL

Hertz Rentals

www.hertz.com; or call your local Hertz Reservation Center.

Code: **PC#118624**

ELECTRICAL SERVICE

Dimension 8 Ltd (Online ordering opens **1 July**)

Tel +44 (0)1633 270808; Fax +44 (0)1633 274141

Email: electrics@dimension8.com

FLORAL/PLANTS

Dimension 8 Ltd – order floral directly

Tel +44 (0)1633 270808; Fax +44 (0)1633 274141

Email: info@dimension8.com; sales@dimension8.com

FREIGHT FORWARDING/SHIPPING

GT Exhibitions

Little Braxted Hall, Little Braxted, Witham, Essex, CM8 3EU

Contact: Steve Andrews

Tel +44 (0) 1376 509 010, Fax +44 (0) 1376 509 192

E-Mail: SteveAndrews@gtexhibitions.com

TWI Group – Customs

2725 East Desert Inn Rd, Suite 200, Las Vegas, NV 89121

Contact: Jim Schaeffer

Tel +1 702 691 9047; Fax +1 702 691 9055

Email: jschaeffer@twiglobal.com

FURNITURE/EQUIPMENT RENTAL

Dimension 8 Ltd (Online ordering opens **1 July**)

Tel +44 (0)1633 270808; Fax +44 (0)1633 274141

Email: info@dimension8.com; sales@dimension8.com

INTERNET

General Internet access will be available at The Saltire Centre, Glasgow Caledonian University.

BONUS--Complimentary Wi-Fi Internet Access for exhibitors is available in the Exhibition Hall throughout the duration of the exhibition.

GENERAL INFORMATION
SPIE Europe Optical Systems Design 2008

Show Location

Caledonian University, Refectory Hall
Glasgow, Scotland, United Kingdom

Conference Dates

Tuesday to Friday 2-5 September 2008

Exhibition Dates and Hours

Wednesday 3 September 10.00 to 17.00
Thursday 4 September 10.00 to 16.00

Exhibition Move In

Tuesday 2 September 13.00 to 17:00
Wednesday 3 September 8:00 to 10:00 (prior to Exhibition opening)

Exhibition Move Out

Thursday 4 September 16.00 to 18.30
Exhibitors are **not** allowed to begin dismantle prior to 16.00 on Thursday. Please have your staff arrange their flight plans and outbound shipments accordingly.

Registration and Information Desk Hours

Monday: 12.00 to 18:00
Tuesday: 7:30 to 17:00
Wednesday and Thursday: 8.00 – 17.00

Show Management

Mandy Watkins, SPIE Events Europe Ltd.
mandy@spie.org
Tel +44 029 2089 4747; Fax +44 029 2089 4750
2 Alexandra Gate
Ffordd Pengam. Cardiff CF24 2SA (UK)

Diane Cline, CMP, Exhibitions Manager, SPIE Headquarters
diane@spie.org
Tel +1 360 676 3290; Fax +1 360 647 1445
PO Box 10, Bellingham, WA 98227-0010 (USA)
Express Pkg: 1000 20th St, Bellingham, WA 98225 USA

EXHIBITION DETAILS

(Listed alphabetically)

AFTER HOURS

Only registered Exhibition Staff and authorized set-up crew will be allowed in the Exhibition Hall during build-up times. Any exhibitor needing to stay after hours must wear his/her exhibitor badge, provide personal/company identification (driver's license, business card), and sign in and out with the security guard at the hall entrance. **Only registered exhibitors will be allowed into the hall after hours (Exhibitor badge will need to be picked up onsite to allow after hours entrance in the hall).** This rule will be strictly enforced to provide maximum security to exhibitors.

AUDIO VISUAL/COMPUTER EQUIPMENT

AV equipment is available for rental. Please contact Dimension 8 for further information, see preferred vendor page. Note: The Glasgow Caledonian University does not have any equipment hire facilities.

BADGES

For security purposes, please limit your registration to those members staffing the stand--all others may register for complimentary Exhibition Visitor badges. All badges will be picked up on-site. In addition, photo ID and a company business card will be checked at badge pick up. Personnel are only allowed to pick up their own badge. Exhibitor Badge form is **due 5 August 2008**.

Non-Author Technical Passes:

Each contracted exhibiting company will receive one technical pass. These passes allow shared access into the technical sessions but do not include a proceedings volume. They are to be used by **stand personnel only** and not by a presenting author. Authors of oral or poster presentations must register with a full conference registration. For Group Attendance rates contact show management.

COFFEE BREAKS

Wednesday: Morning: 10.10 – 11.00, Afternoon: 15.00 – 15.50.

Thursday: Morning: 10.10 – 11.00, Afternoon: 15.00 – 15.50.

CUSTOMS & IMPORT SERVICES

GT Exhibitions, Little Braxted Hall, Little Braxted, Witham, Essex, CM8 3EU
Contact: Steve Andrews Tel: +44 (0) 1376 509 010, Fax: +44 (0) 1376 509 192
E-Mail: SteveAndrews@gtexhibitions.com

ELECTRICAL SERVICES

UK uses 220 Volts AC Hz and plugs have 3 pin plug. If you are from Europe you will need to bring adaptors if travelling from the USA you will need to bring a voltage converter/plug adaptor to convert personal electrical and electronic equipment, including laptops. Please refer to your appliance product guide.

Equipped Stands (Booths) include an electrical connection/electricity for the duration of the exhibition and set up; For Tabletop exhibitors, electrical is not included. You may order this separately through **Dimension 8** via the website. Online ordering opens **1 July. Exhibitor Password = EOD08**.

EQUIPMENT PASS

Any equipment that removed from the exhibition hall during show and after hours must be accompanied by an Equipment Pass obtained from Show Management at Exhibitor Registration.

BASIC EQUIPPED STAND PACKAGE

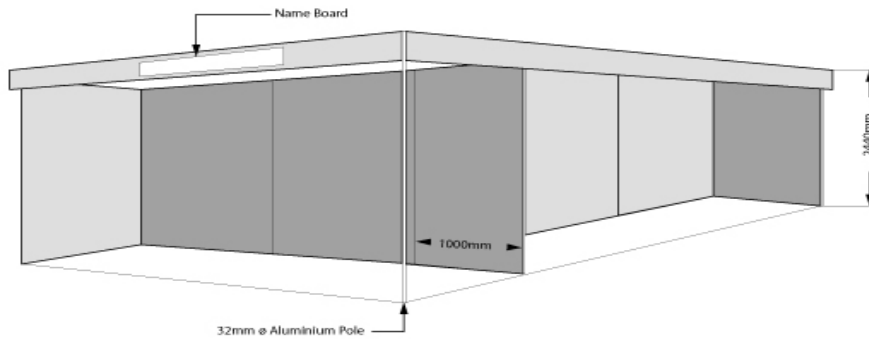
Display space defined by hardwall. Height Restriction of 2.5m. See Diagram below.

Included:

- One Table
- Two chairs (3x2 space)/or three chairs (3x3 space)
- One Power Socket: 500 watt
- Two Spot lights
- One Sign Board
- One waste paper bin
- Carpet
- One entry ticket for the technical conference
- Online and Exhibition Guide Listing

Height Restrictions: Larger Stands (18 sqm or larger) may request to exceed height limits. Contact Exhibition Management for written approval.

Diagram of Equipped Stand



TABLETOP DISPLAY PACKAGE

May use table-mounted displays, height restriction: 1.2m from the table surface. *May not use floor-standing displays (see below)*

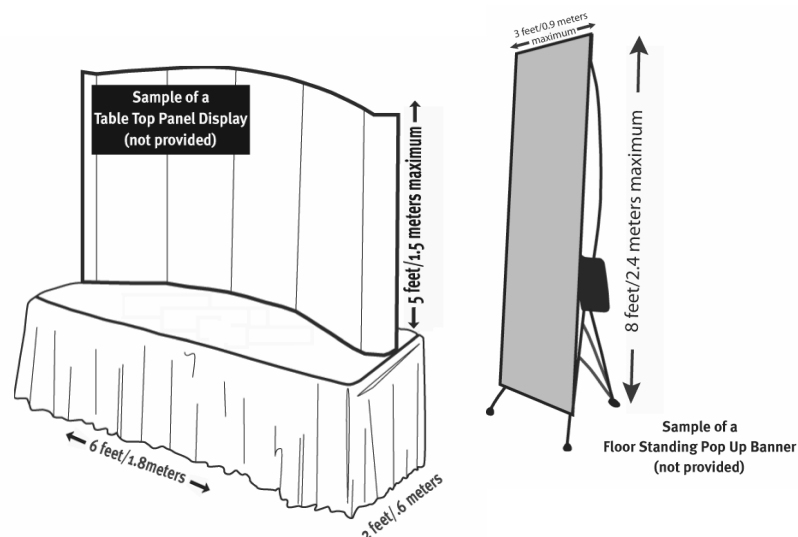
Space Includes: Limit of one table per contracted tabletop space (2 feet/.6m x 6 feet/1.8m). Display space may not exceed 1.2m width limit. Show Management reserves the right to remove any display that does not conform to tabletop requirements.

Included:

- One table (1.82m length x .8m width x 1m high)
- Two chairs
- One entry ticket for the technical conference
- Online and Exhibition Guide Listing

Companies are limited to only one of the following items (Not provided):

- Table-mounted display [height does not exceed 1.2m from the table surface]
- One Pop Up Banner [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- One easel positioned behind the table.
- One literature stand
- One bag stand



FURNISHINGS

Additional furnishings can be ordered with Dimension 8 Ltd. Refer to website www.dimension8.com online ordering tab, selecting the SPIE Europe event from the list. **Online ordering will be available Tuesday 1 July through to Friday 15 August. Exhibitor Password = EOD08**

HOTEL ACCOMMODATIONS AND TRAVEL INFORMATION

For Hotel Booking Form: <http://spie.org/optical-systems-design.xml> and click on 'Venue and Travel' then 'Hotels'. A Hotel Accommodation booking form is attached.

Print and fax form to:

Conference Accommodation Booking Service

Fax: +44 (0) 141 566 0810

Refer to SPIE Europe's Optical Systems Design when making reservations.

Tel: +44 (0) 141 566 0822 or 44 (0) 141 566 0820; Email: accommodation@seeglasgow.com

Note: DO NOT send reservation form to SPIE. After deadline date of **22 July 2008**, the agreed rate will be subject to availability.

INSURANCE GUIDELINES – Deadline is 4 August

Exhibitors shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on a per occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph. Required Coverages: (A) Comprehensive General Liability Insurance with limits 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); (B) Worker's Compensation insurance.

Exhibitor shall name **SPIE** as an additional insured on its general commercial liability insurance and provide SPIE with evidence thereof in the form of a certificate of insurance from their carrier, 30 days prior to show dates. Exhibitor acknowledges that SPIE has no obligations to maintain insurance on Exhibitor's behalf. **Please make sure your insurance company includes the name of your company on the Insurance Certificate.**

Mail or fax a copy of your certificate of Insurance to:

SPIE Exhibitions, PO Box 10, Bellingham, WA 98227-0010

Fax +1 360 647-1445; or Email exhibitions@spie.org

INTERNET SERVICE

General internet access is available in the Saltire Centre at the Glasgow Caledonian University (located in an adjacent building to the exhibition hall and also through a connecting walkway). This is complimentary and available through a password available for SPIE Europe attendees. Wi-Fi internet will be available in the Exhibition Hall.

LASER SAFETY GUIDELINES

For companies displaying a laser: A Laser Safety rules and guidelines guide is available from SPIE by request. Please call our office at +1 360 676 3290 or email exhibitions@spie.org to request your copy. (SPIE gratefully acknowledges LIA, Laser Institute of America, for the Laser Safety information). Companies displaying lasers should be familiar with any local regulations. Laser Safety questions should be directed to show management.

LIABILITY

SPIE and all organizations and individuals who are employed by or associated in connection with this Exhibition, will not assume responsibility and shall be held harmless by all exhibitors for damage or loss resulting from fire, theft, or any other cause whatsoever, including accident or injury to exhibitors, their employees and agents, the public, or others. The exhibitor agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness or otherwise, of exhibitor or his employees or agents.



Show management strongly recommends that every Exhibitor insure their property and equipment against theft or casualty loss, as well as carry adequate liability and other insurance protecting themselves against any claims arising from their performance under this Agreement. A certificate of insurance from your insurance carrier must be provided upon request. Exhibitor acknowledges that SPIE has no obligation to maintain insurance on Exhibitor's behalf and does not do so.

LUNCHES

The Exhibition Hall will remain open during attendee lunch breaks. Please staff your exhibit accordingly.

Lunch Buffet is available for £12 if pre order. Refer to the Badge/Lunch Order Form included. Remember to include your preferred payment method e.g. credit card, check, etc.

MUSIC LICENSING

No copyrighted music may be played in the exhibition hall in any fashion (including but not limited to: background music on video or audio tape presentations) without appropriate documented permissions and/or licensing. The Exhibitor is solely responsible for obtaining such permissions and/or licenses for music originating in the Exhibitor's stand/display area. The Exhibitor is also responsible for any fines, court fees, and all other costs that may arise from failure to comply with these requirements.

NOISE LEVEL

If your display has any sound associated with it (a video or an in-stand presentation), please keep the volume to a level that is confined to your exhibit space, and be mindful of the exhibitors around you. Thank you for your understanding and cooperation.

PARKING AND CAR HIRE

There is no parking available on campus, although there is ample space available at the nearby Concert Hall car park and the Buchanan Galleries. Access for any exhibitions will be permitted for loading and unloading of stand materials only. Go to Venue and Travel, <http://spie.org/x13224.xml>, to view a local area map.

For car hire please see the attached form for Hertz, our official car rental agency www.hertz.com.

Car Rental



Meet with Success the Hertz way

Hertz Car Rental has been selected as the official car rental agency for this Symposium.

Hertz Car Rental Checklist

Call the Hertz International Reservation Center at 1 800 654 3001 in the USA or your local Hertz Reservation Center to receive a special discount during the Optical Systems Design Meeting. You will receive 15% off qualifying retail rates with Unlimited Mileage at participating locations in Scotland. Be sure to identify yourself as an Optical Systems Design meeting attendee and mention the coupon **PC#118624** to receive this special offer. You must present this coupon at the time of rental in order to receive this discount. This special offer is available for rentals from August 15-September 15, 2008. (Coupon also attached)

PHOTOGRAPHY AND VIDEO TAPING IN THE EXHIBITION HALL

Personal photographs and videotaping of individual stands (and their displays) is not allowed without the explicit permission from the company representative on-site and notification to Show Management. Failure to obtain consent could result in losing your film and being asked to leave the Exhibition Hall.

PROGRAM DIRECTORY AND EXHIBITION GUIDE

An Exhibition Guide Flyer to be handed out to all attendees. Each exhibiting company will receive an editorial listing in the Guide Flyer—if your Company description is submitted online by **5 August 2008**. To submit your company listing go to 'Exhibitor Information' webpage, <http://spie.org/x13254.xml>, under the **Exhibitor Action Items** click on 'Submit Company Details for Exhibition Listing'. An 'Instruction form' is included later in this Service Manual.

SECURITY AND LIABILITY

Guard service will be provided during the exhibition closed hours for protection against fire and other catastrophes. Every reasonable effort will be made to prevent loss. However, final responsibility is with the exhibitor who should arrange for insurance coverage, which takes into account the full value of the exhibition. Neither SPIE nor Caledonian University accepts any responsibility for losses. We recommend that exhibitors remove small, easily portable items from the exhibition area any time the exhibition area is officially closed and cover their tables at night with cloths.

SELLING ON SHOW FLOOR

The Technical Exhibition at Optical Systems Design is for companies in the industry to meet with researchers and engineers who work in this field and provide company exposure to those attendees. 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 Optical Systems Design.

SHIPMENTS--Inbound Shipping

Please be advised that the facility cannot receive advance shipments. Shipments sent directly to the venue must only arrive on the day of set-up, which is Tuesday 2nd September, between 9.00am – 16.00pm hrs. **NOTE:** Any shipments that arrive at the venue before this date will be refused.

Only small consignments, which are easy to handle, will be received at the Facility, as there will be no mechanical lifting equipment on-site. NOTE: You must also have a member of staff on-site to sign for the goods. The organiser or the venue cannot take responsibility for this.

Onsite Shipments Address directly to Venue, to arrive on the 1st September is: -

FAO Jane James / Lynn Robertson
For: exhibiting company name (stand number)
C/o SPIE Europe Optical System Design, 3-4 September 2008
Refectory Extension (W001a)
Glasgow Caledonian University
70 Cowcaddens Road
Glasgow G4 0BA
Scotland, UK

For shipments that will arrive before the set-up date or that are too large/heavy to unload by hand, there is an advance warehouse address to which they should be sent.

Warehouse Shipments should arrive between 26th – 29th August 2008, addressed as follows: -

GT Exhibitions Ltd.
C/o Expeditors Intl. (U.K.) Ltd.
Unit 1, Block B, Air Cargo Centre
Arran Avenue
Paisley PA3 2AY
Scotland, UK

Tel. 01376 509010
Ctc. Steve Andrews

GT Exhibitions will transfer your goods to venue on the 2nd September and deliver to your stand. You do not need a representative on-stand to sign for goods sent via GT's advance warehouse.

All shipments should be labelled as above, please also display on a separate label your company name, stand no. and SPIE Europe Optical System Design.

Once goods have been despatched to the advance warehouse, please send GT Exhibitions a pre-advice with details of the shipment, including no. of pieces, weight, name of carrier and tracking no. Please either fax or e-mail to: Attn. Steve Andrews, Fax: +44 (0)1376 509192; E-Mail: SteveAndrews@gtexhibitions.com

This company can also arrange door-to-door transport for all exhibitors. Details are available on request.

Exhibitors from outside the European Union should contact GT Exhibitions before sending their shipments. These consignments will be subject to Customs clearance and general Courier companies may not be able to arrange this, depending on the type of goods being sent, value, etc. In order that the best method of transport is used, we strongly suggest you contact GT Exhibitions in advance.

Empty case storage

There are no facilities at the venue to store any of your empty packaging materials. GT Exhibitions Ltd. can provide this service, however this **must** be booked in advance.

Return shipping

It is all Exhibitors responsibility to arrange return shipping of their goods. All shipments being collected directly from the venue **must be picked up no later than 18:30 on Thursday 4th September**. You must have a member of staff on-site to hand the shipment over to your courier/freight forwarder.

Alternatively, GT Exhibitions can offer a service where goods are taken back to their warehouse and your courier/freight forwarder can collect from there. If you are planning on using a courier company, please ensure that you bring return courier waybills with you, which must be completed and show your account no.

All return shipments must be clearly marked with the destination address and the number of pieces.

Ordering shipping & handling services

All services related to shipping and freight handling **must** be ordered in advance. Please contact Steve Andrews of GT Exhibitions (contact details shown above) or complete the attached order form. Handling rates will be give on request, depending on the size and weight of your shipment.

SMOKING

SPIE Europe events are non-smoking. No smoking in the exhibition/coffee area.

SPACE ASSIGNMENTS

Exhibit space will be assigned as your contract is received by SPIE. Please contact SPIE Europe if you have not received your space assignment. You may view the floor plan on the EOD website, <http://spie.org/x13219.xml> to check on your company assignment.

UNAUTHORIZED SOLICITATION – “No Suitcasing Policy”

Suitcasing is the act of soliciting business in the aisles during the exhibition or in other public spaces, including another company's stand or a hotel lobby. Please note that while all attendees are invited to the exhibition, any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's stand, or in violation of any portion of SPIE Exhibition Policy will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to show management.

UNDERAGE PERSONS ON SHOW FLOOR

For safety and insurance reasons, no persons under the age of 16 will be allowed in the exhibition area during move-in and move-out. During open exhibition hours, only children over the age of 12 *accompanied by an adult* will be allowed in the exhibition area.

WEB SITE

SPIE Europe's Optical Systems Design 2008 technical and meeting information is available on SPIE's Web Site at <http://spie.org/optical-systems-design.xml>. Optical Systems Design 2008 exhibition information can be found at <http://spie.org/x13217.xml>.

SPECIAL EVENTS

Poster Session

Wednesday, 3 September 17.30 to 19.00

All registered symposium attendees are invited to attend the interactive poster session. Posters will be on display after 0.00 Wednesday morning in the Conference Area Hallway in the Saltire Centre. An interactive poster session and reception with authors present will be held on Wednesday 17.30 to 19.00. Light refreshments will be served.

Welcome Reception

Civic Chambers, George Square

Tuesday 2 September18.00 to 20.00

The city of Glasgow is pleased to invite all attendees of Optical Systems Design to a Civic Welcome Reception held at the Civic Chambers on George Square. Maps of how to get there will be available at the registration desk. Please remember to wear your conference registration badges. Dress is casual.



Accommodation	Single	Twin £ per room based on 2 sharing	Double £ per room based on 2 sharing
Holiday Inn Theatreland	£125	£135	£135
4 Star Hotel located in the city centre. Approximately 5 minutes walk to the conference venue.			
Park Inn	£125	£135	£135
4 Star Hotel located in the city centre. Approximately 5 minutes walk to the conference venue.			
Express By Holiday Inn Theatreland	£85	£85	£85
3 Star Hotel located in the city centre. Approximately 5 minutes walk to the conference venue. RATE INCLUDES CONTINENTAL BREAKFAST.			
Marks Hotel	£99	£99	£99
3 Star city centre hotel. Approximately 10 minutes walk to the conference venue. RATE INCLUDES ROOM ONLY.			
Jurys Inn	£100	£110	£110
3 Star Hotel located in the city centre. Approximately 15 minutes walk or 5 – 10 minutes by taxi to the conference venue.			
Novotel Glasgow Centre	£85	£95	£95
3 Star Hotel located in the city centre. Approximately 15 minutes walk to the conference venue.			
Glasgow Caledonian University	- Standard room - En Suite room	£37 £47	N/A N/A
2 Star University accommodation, adjacent to the conference venue. Full payment will be taken at the point of booking.			

* Please note above rates are per room, per night and include full Scottish breakfast and VAT unless otherwise stated.

Glasgow City Marketing Bureau acts only as an agent for hotels and other accommodation units and does not contract as a principal. Accordingly, we shall not be liable for any loss or damage due to or arising from any acts or omissions of persons, firms or companies for whom we act as agents.

Further, we shall in no event be liable for any loss of profit or consequential loss or damage due to or arising from negligence on the part of Glasgow City Marketing Bureau or its servants, agents or subcontractors.

We shall not be liable to any extent in the event of delay or failure in providing or procuring any services or facilities due to any cause beyond the proper control.

The Bureau acts as an intermediary in securing accommodation and cannot accept any responsibility for standards of the accommodation providers.

Non-arrivals or failure to cancel a reservation within the cancellation terms and conditions may incur charges.

Hotel Terms and Conditions

INDIVIDUAL BOOKINGS TO 2 ROOMS: Cancellations can be made up to 48 hours prior to arrival without penalty. Cancellations of all or any room nights after the 48hour deadline will incur 100% charges.

3 TO 5 ROOMS: Cancellations can be made up to two weeks prior to the start date of the conference. Cancellations of all or any room nights after this date will incur 100% charges.

6 TO 9 ROOMS: Cancellations can be made up to three weeks prior to the start date of the conference. Cancellations of all or any room nights after this date will incur 100% charges.

UNIVERSITY TERMS AND CONDITIONS

Full payment in advance is required for university accommodation.

Cancellation of a reservation will only be accepted in writing. **Bookings cancelled after the 8 Week Deadline will incur cancellation charges** as follows:

Notification of cancellation	Charge - % of total cost
8 weeks prior to the conference	50%
4 weeks prior to conference	75%
3 weeks prior to the conference	100%



Submit your Company Description (for the Web Listing & Exhibition Guide)

- 1) Go to: **<http://spie.org/x13254.xml>**.
- 2) Under **Exhibitor Action Items**, click on the **Submit Company Details for Exhibition Guide** link. Check the boxes that apply and complete the form.
- 3) Click the **'submit'** button.
- 4) An e-mail confirmation will be sent to you within 24 hours. If you do not receive an email within 24 hours, please contact SPIE at exhibitions@spie.org.

Note: If several companies are sharing space, you may submit a listing for each company (this listing is included as part of the £90 Pound administrative fee for co-exhibitors).

If your company name is not listed, send a note to exhibitions@spie.org to check the status of your company, or call SPIE at +1 360 676 3290. If you are sharing space with another company, please contact the contracting company and make sure they have notified SPIE Europe of your participation.

Frequently Asked Questions:

1) *How do I check to see what copy my company currently has listed?*

Go to **<http://spie.org/x13217.xml>**, in the left hand column click on All Exhibitors. Scroll down to your company and click on your company link to review any copy that has been previously submitted. To submit new copy, follow instructions above.

2) *How do I pick-up copy from previous SPIE Exhibition Guides?*

Follow the above instructions and note to pick-up copy in the "Exhibitor Description" box. Fill out the rest of the form and click on submit

Examples: "Use description from the [Photonics West 08 Exhibition Guide](#)."
"Use description from the [Defense & Security 08 Exhibition Guide](#)."

3) *What if none of the Product Categories fit my Company's Product-line?*

The categories are general, so check to make sure your product line does not fit under any of the categories listed. If not, then email exhibitions@spie.org with your suggestion.

Not all categories sent will be added to our category list, however, we will be reviewing the new requested categories for future additions.

Questions? Contact SPIE at exhibitions@spie.org, Tel: +1 360.676.3290; +1 360.647.1445.

TYPE OR PRINT CLEARLY

E-mail: exhibitions@spie.org

Fax: +1 360 647 1445

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Contact Person (For Questions): _____ Telephone: _____

EXHIBITION HALL ONLY BADGES:

Limit your stand reps to no more than **10 staff members**; additional reps are allowed to register onsite.
Badges will not be mailed; available onsite only.

LUNCH BUFFET OFFERED:

A ticketed Lunch Buffet will be available near the exhibition hall, Tuesday through Thursday. Cost is £12 per ticket. Preordering is required. Exhibitors are encouraged to staff their stand during the conference lunch break.

Non-Author Technical Pass:

Each contracted exhibitor will receive one technical pass. The pass allows access into the Technical Conferences and Industrial Perspectives Programme; proceedings volume not included. Pass to be used by stand personnel only and not by a presenting author. Authors of oral or poster presentations must register with a full conference registration.

Co-Exhibitors are not eligible for the Technical Pass.

Staff Name (List company name, address, phone & fax if different from company above)	E-mail	Technical Pass (Check <u>One</u> Person Only)	Lunch Ticket [£12 per ticket]		
			Tuesday (set-up day)	Wednesday	Thursday
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Lunch Buffet Tickets**

Total Amount: £ _____

£-Cheque Enclosed Send Invoice

Credit card payments: *Please note that credit cards will be charged in US Dollars.*

VISA MasterCard American Express Discover Diners Club

Card Number: _____ Expiration: _____/_____/_____

Signature: _____

(List additional representatives on a separate sheet)

Check this box if you do not wish to receive relevant information from organizations other than SPIE.