

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