

# EXHIBITOR SERVICE MANUAL

---

**EXHIBITION**  
25-26 OCTOBER 2023

25-26 October

**SPIE.PHOTONEX** 24-26 October 2023  
Glasgow, Scotland

### GENERAL INFORMATION

#### EXHIBITION LOCATION

Hall 5  
SEC  
Glasgow

#### EXHIBITION HOURS

Wednesday, 25 October	10:00 to 17:00 hrs
Thursday, 26 October	10:00 to 16:00 hrs

#### REGISTRATION HOURS

Monday, 23 October	15:00 to 17:00 hrs
Tuesday, 24 October	07:30 to 17:00 hrs
Wednesday, 25 October	08:00 to 17:00 hrs
Thursday, 26 October	08:30 to 16:00 hrs

#### EXHIBITION SET UP HOURS

Monday, 23 October	12 noon to 18:00 hrs. – custom build stands
Tuesday, 24 October	08:00 to 18:00 hrs– custom build stands.
Tuesday 24 October	12 noon to 18.00 hrs – All Exhibitors
Wednesday, 25 October	08:00 to 10:00 hrs– All Exhibitors

#### EXHIBIT BREAK DOWN HOURS

Thursday, 26 October	16:00 to 22:00 hrs
----------------------	--------------------

**IMPORTANT NOTE: Exhibitors must wear Hi-visibility vests (hi-vis) and suitable safety shoes in the exhibition halls during the build-up and breakdown phases.**

Exhibitors are **not** allowed to begin tear down prior to 16.00 hrs on Thursday. Please be respectful of attendees and your fellow exhibitors and wait until the closing announcement.

#### AFTER HOURS

- Only registered Exhibition Staff and authorised 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. This rule will be strictly enforced to provide maximum security to exhibitors

## EXHIBITOR CHECKLIST & DEADLINES

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

Order Form Deadlines for best rates		Item
Date	Event	
As soon as possible	<b>Review</b> Health & Safety: Fire Safety, Welfare & Emergency procedures	
	<b>Sign and return to Amanda Summers</b> No significant Risk Form	
	Hotel Accommodation	
	Register Exhibition Staff	
Monday 11 September 2023	Company Descriptions for Printed Exhibit Guide	
	Booth Activity Request	
	Co-Exhibitor Application Form	
Friday 22 September 2023	Graphics and Signage	
	Furniture	
	Electrical for Shell Stands and Space Only	
	Electrical for Tabletops	
	Name Board - Tabletops and Shell Stands	
	Shell Scheme Extras	
	Space Only Order Form - Carpet	
Monday 25 September 2023	Insurance	
	IT – Equipment	
Friday 6 October 2023	Catering	
	Cleaning of Stand	
	Internet	
	Rigging for Hanging Signs	
	<b>Sign and return to Ray Critchley</b>	
	Exhibitors Site Induction Information	
Friday 13 October 2023	Freight and Shipment Order Form	
	Shipping Tariff	
	Shipping Instructions	

Exhibition Dates: 25-26 October 2023



## EXHIBITION CONTACTS & OFFICIAL CONTRACTORS

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.

### GRAPHICS AND ELECTRICAL SERVICES

#### Showlite

Tel: +44 (0) 7880 790098

E-mail: [JAbraham@showlite.co.uk](mailto:JAbraham@showlite.co.uk)

[www.showlite.co.uk](http://www.showlite.co.uk)

### FURNITURE & AV

Wearecameron

Jess Maloumi

Tel: 0759 210 8263

E-mail: [Jess.Maloumi@wearecameron.com](mailto:Jess.Maloumi@wearecameron.com)

### CATERING/CLEANING/RIGGING/ INTERNET AND SECURITY

SEC

Tel: 0141 248 3000

[SEC Event-services](http://SEC Event-services)

E-mail: [info@sec.co.uk](mailto:info@sec.co.uk)

### CUSTOMS & IMPORT SERVICES

#### TWI Group – For US Companies

TWI Group, Inc.

Tel: +1 650 357 1302 ext.1

Fax: +1 650 357 7563

E-mail: [mgiddens@twiglobal.com](mailto:mgiddens@twiglobal.com)

[www.twiglobal.com](http://www.twiglobal.com)

### INSURANCE

Rainprotection Insurance

Tel : +1 800 528-7975

Fax : +1 800 913-2711

Email : [sales@rainprotection.net](mailto:sales@rainprotection.net)

[www.rainprotection](http://www.rainprotection)

### FREIGHT

#### FORWARDING/SHIPPING/STORAGE

GT Exhibitions

Contact Ricky Straw

Tel: +44 (0)1376 567 567

Fax: +44 (0)1376 335034

E-mail: [rickystraw@gtexhibitions.com](mailto:rickystraw@gtexhibitions.com)

### HOTEL RESERVATIONS

[Hotel Accommodation](#)

Email: [lisa.kerr@glasgowconventionbureau.com](mailto:lisa.kerr@glasgowconventionbureau.com)

Tel; +44 (0) 141 566 0821

### HEALTH & SAFETY REPRESENTATIVE

Raymond Critchley

Tel: 07711 475107

E-Mail: [enquiries@em-ss.co.uk](mailto:enquiries@em-ss.co.uk)

### EXHIBITION MANAGEMENT

#### Amanda Summers and Jane Morrison

#### SPIE EUROPE

Tel +44 (0)29 2089 4747

Fax +44 (0)29 2089 4750

Mobile: +44 (0)798 4669822

E-mail: [amanda@spieurope.org](mailto:amanda@spieurope.org)

E-mail: [jane@spieurope.org](mailto:jane@spieurope.org)

### SALES

Laurence Devereux

Tel : +44 (0)1372 750555 (office)

Email : [laurence@spieurope.org](mailto:laurence@spieurope.org)

## Guidelines for Display Rules & Regulations

---

# Contents



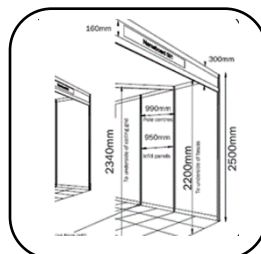
Tabletop

3



Shell Stand

4-5



Other Important Considerations

6

Issues Common to All Booth Types

6-7

### Guidelines for Display Rules and Regulations

- 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

#### VIEW SPECIFIC BOOTH REGULATIONS

- [Tabletop](#)
- [Shell Stands](#)
- [Other Important Considerations](#)
- [Issues Common to all Booth Types](#)

#### THE FOLLOWING ITEMS ARE OPTIONAL AND MUST BE ORDERED SEPARATELY

- [Cleaning service](#)
- [Electrical for shell stand \(electricity is included\)](#)
- [Electrical for Tabletops \(electricity is NOT included\)](#)
- [Internet](#)
- [Additional Furniture](#)

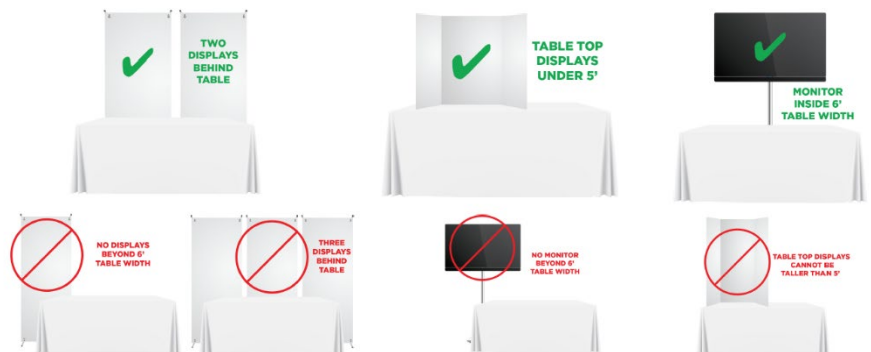
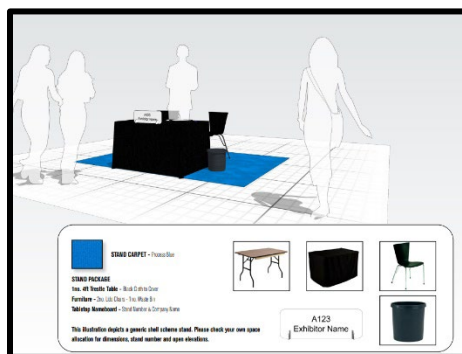
### TABLETOP

- Limit of one table per contracted tabletop space, 2m x 2m
- Display space may not exceed 3m width limit
- Display materials are not allowed to be hung on back wall
- Floor standing back walls are not allowed
- Additional Furniture is not allowed

**NOTE: Electricity is NOT included with the tabletop package.**

#### Included:

- Tabletop L1530 x W760 x H760mm
- Tablecloth
- Company identification sign
- Two chairs
- Blue Carpet
- Wastebasket



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

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

#### **OR**

**UP TO TWO TOTAL** of the following display combinations:

- Pop-up banner positioned behind the table [maximum 0.9m (3ft) wide and 2.4m (8ft) high]
- Easel positioned behind the table
- Tabletop or floor standing monitor (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.

### ROW AND CORNER SHELL STAND REGULATIONS

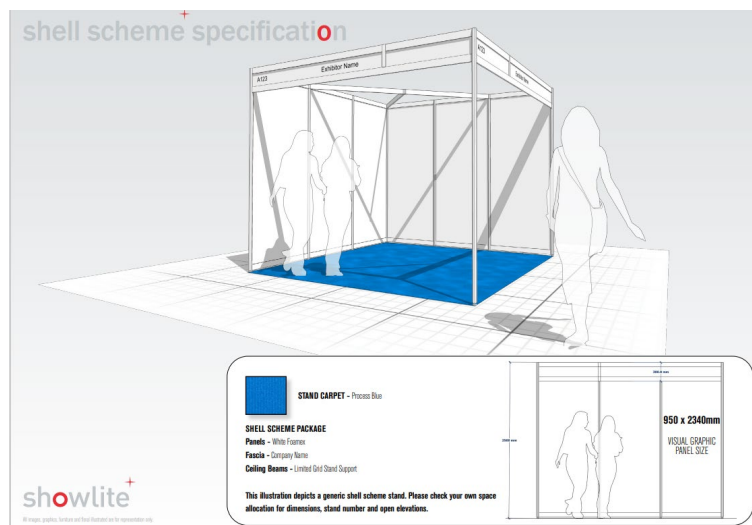
#### Shell Scheme

Display space defined by support/frame elements and in-filling walls white.

#### Included:

- 1 x Track inc 2 LED Spotlights
- One Fascia Board with company name
- One wastebasket
- Carpet blue
- 1 x 500W Electricity socket

#### Example of 9sqm Shell Stand



### Linear Shell Stands

Linear Shell Stands, also called "in-line" booths, are generally arranged in a straight line, and have neighbouring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

#### Dimensions

Linear Shell Stands are most commonly 9sqm 3.0m wide and 3.0m deep (9.84ft x 9.84ft) or 6sqm 3.0m by 2.0m (9.84ft x 6.5ft). A maximum back wall height limitation of 2.5m (8.2ft) is generally specified.

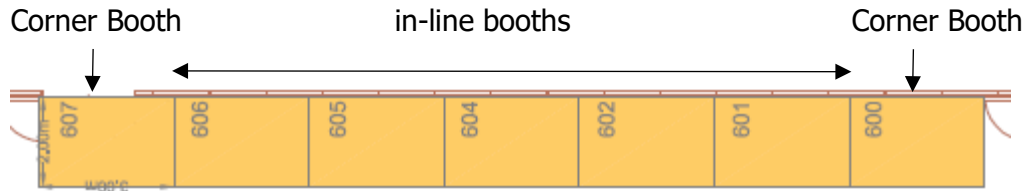
#### Use of Space

Regardless of the number of Linear Shell Stands utilised, display materials should be arranged in such a manner so as not to obstruct sight lines of neighbouring exhibitors or interfere with the flow of traffic. A maximum height of 2.5m (8.2ft) is allowed only in the booth 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

It is recommended that exhibitors building a customised Shell Stand submit a digital drawing, plans or renderings to the show organiser and general service contractor. 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 the hanging.

#### Multi-story Exhibit

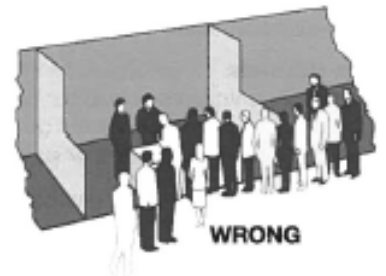
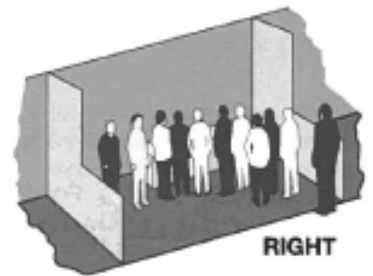
A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. 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 the environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, 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.



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 backlit 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 those 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 organizer, the utility provider, and the exhibit facility.

**Common to all Booth Types (continued)****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 labourer's 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.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

**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 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](http://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.

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

### BOOTH ACTIVITIES IN THE EXHIBITION HALL

- Exhibitors must contain customer activity and noise levels within their booth space at all times and during demonstrations and receptions. Blocking aisles is not allowed during exhibition hours. Submit the [Booth Activity Request Form](#) no later than **11 September 2023**.

### CATERING

- **Beer/Wine service during the Exhibition**
  - Alcohol service is allowed under specific conditions, during specific limited times.
  - To order food and beverages complete the [Catering Order Form](#) **by 6 October 2023**
  - **Signed Booth Activity Request Form and contract amendment are required**

### CLEANING

- Cleaning services are available to ordered by **6 October 2023** [Cleaning Order Form](#)
- Maintaining booth cleanliness is the responsibility of the Exhibitor
- Exhibition booth will not be cleaned without ordered service
- Exhibition Management will arrange for the general cleaning of the Exhibition Hall and communal areas; limited to aisle carpet/flooring and garbage disposal before the show opens in the morning. It excludes cleaning of exhibition booths and displays

### CO-EXHIBITORS

- Co-Exhibitors are companies that are displaying within a Primary Exhibitor's booth. All Co-Exhibitors must submit a [Co-exhibitor Form](#) with payment in order to be recognised as an official Co-Exhibitor at SPIE Photonex Exhibition and be included in the exhibition guide **by 11 September 2023**

### DISTRIBUTION OF FLYERS

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

### EXHIBIT BUILD-UP AND BREAKDOWN

- Hi-visibility vests must be worn in the exhibition halls during the build-up and breakdown phases. Exhibitors should bring suitable hi-vis with them to the site.

### 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 always be accompanied by an adult. Guardians are asked to help maintain a professional, disturbance-free exhibition environment
- Children under 16 are not allowed in the exhibition during move-in and move-out

### HOTEL + TRAVEL

Review the preferred SPIE attendee rates, go to [Hotel Accommodation](#)

- [See SPIE Travel](#) for details on location and transport

### **INSURANCE GUIDELINES – (See sample) Deadline 25 September 2023**

- Exhibitors must, at their own expense, secure and maintain the required insurance coverage listed below through the duration of the exhibition, including move-in and move-out days:  
**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.
- 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
  - SPIE - The International Society for Optics and Photonics
  - City of GLASGOW
  - SEC
  - Showlite
  - GT Exhibitions
  - All directors, members, officers, agents, employees, affiliates, and subsidiaries of each of the above
- 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

Please send a copy of your insurance certificate to [amanda@spieeurope.org](mailto:amanda@spieeurope.org).  
And SPIE Exhibitions, PO Box 10, Bellingham, WA 98227  
[exhibitions@spie.org](mailto:exhibitions@spie.org), Tel: +1 360 676 3290; Fax: +1 360 647 1445

### **INSURANCE PROVIDER**

- General liability insurance is available through Rainprotection.net: [Insurance Application](#)
- US Exhibitors contact Rain protection at [sales@rainprotection.net](mailto:sales@rainprotection.net)

### **PHOTOGRAPHY AND VIDEO TAPING IN THE EXHIBITION HALL**

- Explicit permission is required for any personal photographs or video taping of individual booths (Or displays) from the on-site company representative
- Failure to comply may result in losing your device and being asked to leave the Exhibition Hall

### **RECORDING POLICY**

Attendees may not record interviews on the exhibition floor nor record or photograph exhibition Booth displays and/or products without explicit permission from SPIE and on-site company representatives. Consent forms are available at Exhibitor Assistance. 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

### SAFETY

- All displays containing an operating laser(s) and open laser beam must be contained in a Class One type of enclosure
- All laser equipment, associated 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 center 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 center staff or workers during pre-show set-up
- [Laser Safety Rules and Guidelines](#) are courtesy of the International Electrotechnical Commission

### SECURITY AND LIABILITY

- Security service will be provided within the venue for protection against fire and other catastrophes after Exhibition Hours
- Every reasonable effort will be made to prevent loss. However, final responsibility is with the exhibitor who should arrange for insurance coverage, which considers the full value of the exhibit
- SPIE recommends exhibitors remove valuable and small, easily portable items (such as laptops) from the exhibition area any time the exhibition is officially closed. Neither SPIE nor the venue accepts any responsibility for losses

### 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
- Direct sales and/or delivery of non-related, retail or consumer products are prohibited without prior written approval from SPIE Exhibition Management
- 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 SPIE Events

### PARKING

- Parking for exhibitors is free of charge. The exhibitor's parking is in car park 5 with 7 used as overspill.

### SHIPMENTS

#### Inbound Shipping

GT Exhibitions Ltd  
25 - 27 Blackwell Drive,  
Springwood Industrial Estate  
Braintree, Essex CM7 2PU  
Contact Ricky Straw  
Tel: 44 (0)1376 567567  
Fax: 44 (0)1376 335034  
E-mail: [rickystraw@gtexhibitions.com](mailto:rickystraw@gtexhibitions.com)

- To order freight services from GT Exhibitions please complete this [Shipping Form\\_](#) **13 October 2023**. For more information review the [Shipping tariff](#) and [Shipping Instructions](#). by
- A representative from GT Exhibitions will be in attendance throughout the event, if using GT Exhibitions services, you do not need a representative on-site to sign for goods.
- Exhibitors from outside the United Kingdom, prior to sending your shipment, **we strongly suggest** you contact **GT Exhibitions**. To avoid complications with your delivery on show 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, GT Exhibitions 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 and settled

**For direct shipments please use the following address and ensure that a contact name and telephone number is visible to and from the exhibition hall.**

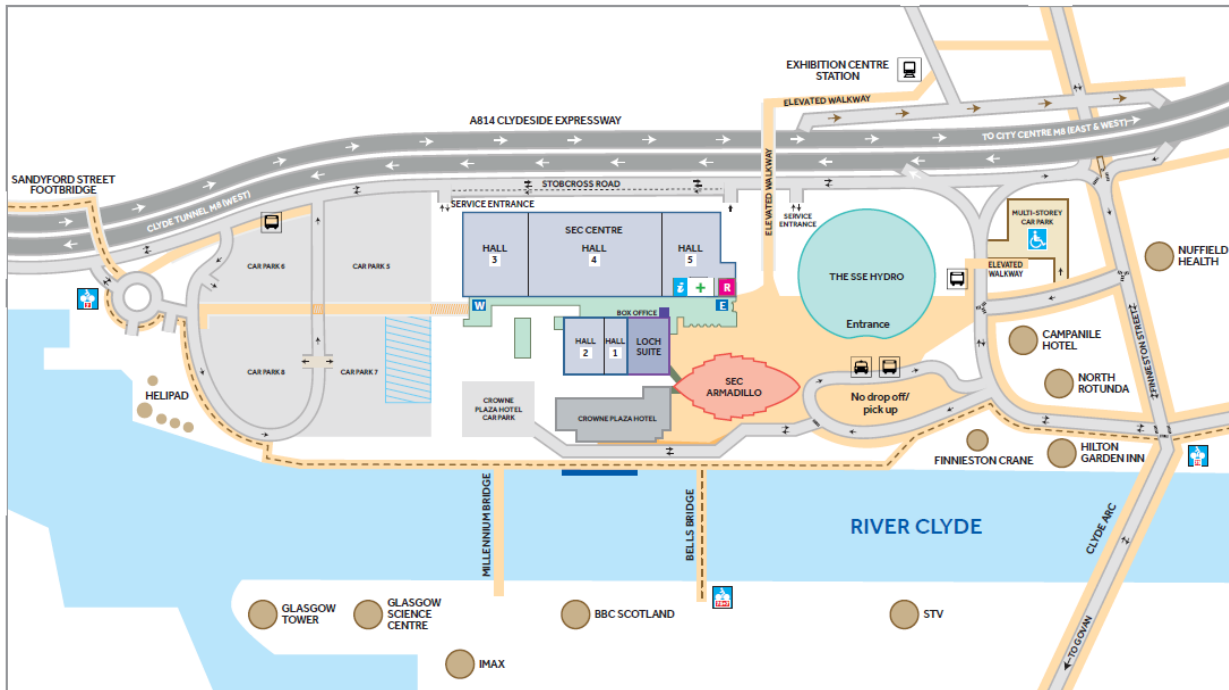
Scottish Event Campus (SEC)  
Hall 5  
Booth Number  
Glasgow  
Scotland G3 8YW

**Note: The Event Facility won't store any freight items or boxes and will REFUSE any shipments that are delivered before 23 October 2023, which could cause a delay in your Shipment arriving in time for the event.**

### **Personal Occupancy Vehicle (POV) Exhibitor Freight delivery**

Unloading is all done directly into the hall from the north service road. The SEC operate a one-way system along this road and will utilise all parking bays for exhibitors. General traffic management will be in operation. See the map below for more information.





HALLS 1-5	THE SSE HYDRO	CLYDE AUDITORIUM	LOCH SUITE	CONCOURSE		
A814 CLYDE SIDE EXPRESSWAY	INTERNAL ROADS	PEDESTRIAN FOOTPATH	PEDESTRIAN CROSSING	NATIONAL CYCLE ROUTES	LANDMARK BUILDINGS	
RECEPTION	INFORMATION	MEDICAL	TAXI RANK	WEST ENTRANCE	EAST ENTRANCE	BUS STOP

### Return Shipping

- It is the Exhibitors responsibility to arrange return shipment of their goods. All shipments must be removed **on 26 October 2023**. A company representative must be onsite to hand the shipment over to the courier/freight forwarder.

### SMOKING

- Smoking is **not** allowed in the Exhibition Halls or hallways, this includes electronic cigarettes

### SPECIAL EVENTS

- Exhibitors are invited to the Welcome Reception and Poster Session, see [Programme](#) for further details

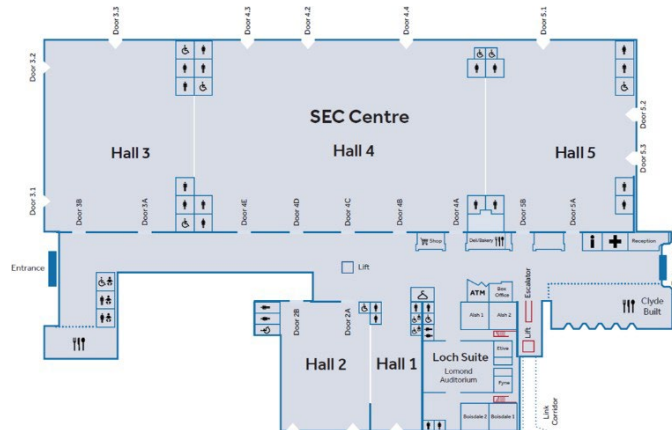
### UNAUTHORISED SOLICITATION IS PROHIBITED IN THE EXHIBITION HALL

- 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 card, etc. to other exhibitors without their direct consent



### VENUE INFORMATION

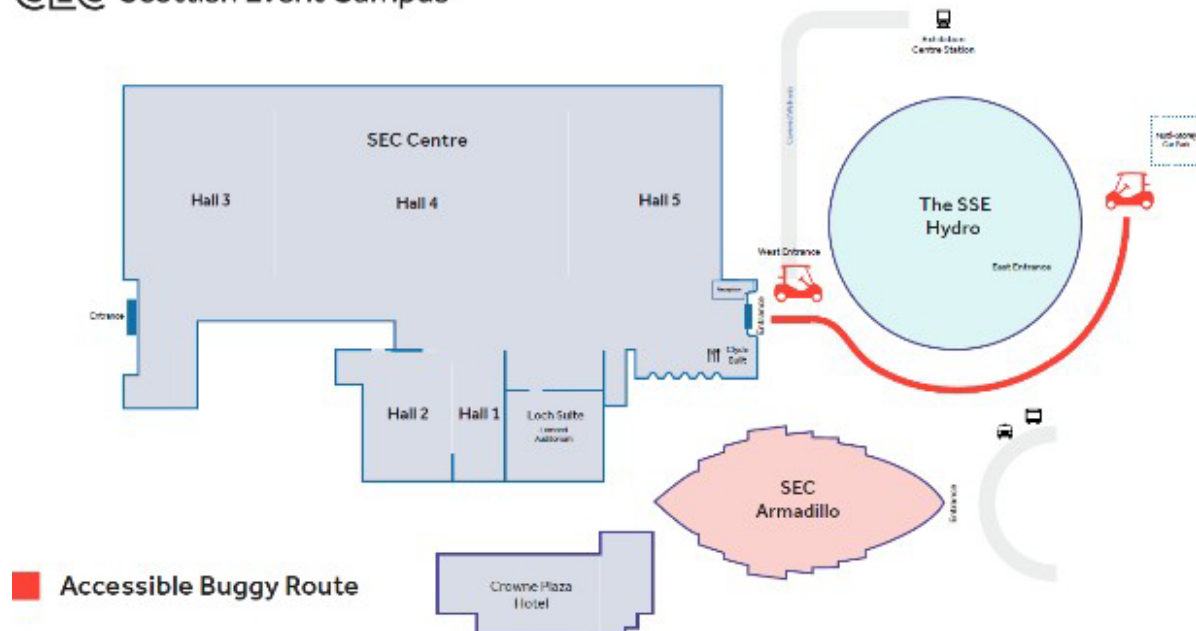
- The concourse of the SEC Centre runs East to West and houses the following facilities:



- SEC Reception
- Medical Centre
- Clyde Built restaurant
- Information desk
- Business Centre
- Box Office
- Deli bakery
- ATMs
- McColl's newsagents
- Cloakroom
- Male, Female & accessible toilets
- Escalator & lifts to Level 1

The SEC operate an accessible shuttle service for conferences, exhibitions, and live events where the visitor demographic is identified as requiring additional assistance or support.

The shuttle runs from the multi-storey car park to the main entrance of the SEC Centre:



Operating times are within the opening hours of the event and the frequency is determined by the event requirements as part of the planning process.

### WIRELESS INTERNET ACCESS (WIFI SERVICE)

- Complimentary WIFI will be available in the exhibition hall. Enhanced WIFI or hardlines can be purchased by exhibitors via the [Internet Form](#) by **6 October 2023**

### WASTE MANAGEMENT

- All promotional materials **MUST** be removed from your stand, Post Event, failure to do so will incur a surcharge.

For the attention **of all** Exhibitors, Exhibitor Contractors and SPIE EUROPE LTD. Contractors

- Successful safety management requires the commitment, involvement and **co-operation** of all those on-site at the event.
- Exhibitors and Contractors have a **legal duty** under current Health and Safety Regulations, with which they must comply.
- To assist Exhibitors, contracted Stand designers and Stand builders **please read and note** the following information.

Thank you in advance for your cooperation and support

**Ray Critchley**

**SPIE Europe Health & Safety Representative @ Event Management Safety Solutions Ltd**

**Tel: 07711 475107 [enquiries@em-ss.co.uk](mailto:enquiries@em-ss.co.uk)**

**SEC and the eGuide August 2022**

The eGuide 2022 is recognised as best practice in the event industry, and has been fully adopted by SEC.

The status of the eGuide 2022 is similar to that of an Approved Code of Practice. Consequently, SPIE EUROPE expects all Exhibitors and Contractors including those building the Exhibition stands to comply with current Health & Safety Regulations in order to meet the legal duty placed upon them.

SPIE EUROPE LTD. expects Exhibitors and all Contractors including those building the Exhibition stands to refer to the eGuide 2022 to ensure they meet their obligations to the Health & Safety Regulations and also to work with the SPIE EUROPE safety representative to create a safe working environment for all involved.

To assist all involved in meeting their obligations, SPIE EUROPE LTD. safety representative has selected a number of examples from various headings within the eGuide 2022 together with the eGuide 2022 page and point numbers.

The eGuide examples are not intended to be a complete statement of law or other regulations but are there to assist and support exhibitors and contractors to meet their legal obligations.

Index of examples from the eGuide demonstrate best practice, which SPIE Europe will expect:

- Construction Materials
- Timber (fire safety)
- Glazing
- Decorative Materials (fire safety)
- Fabrics, Drapes, Curtains and Hangings
- Stand Platforms Corners (visitor safety)
- Doors/Vision Panels (fire & visitor safety)
- Stand Plans General Guidance
- Stand Plans Space Only Stands
- Complex Structures
- Contractors' and Exhibitors' Risk Assessments
- Access Equipment
- Standard banners
- Link to <https://www.aev.org.uk/resources/e-guide>

These headings relate to the venue & SPIE Europe Ltd. rules and procedures.

- Induction Procedure
- PPE Build & Breakdown & SEC Hi-vis policy
- Hot work permit
- Smoking policy
- Fire and Evacuation
- Gangways
- First Aid
- Children
- Alcohol or Drugs
- Non-Compliance
- Procedure: Collation of safety related documentation for both build and breakdown

### **Construction Materials** [eGuide page 116 points 94 & 95 for further information refer to eGuide.](#)

All materials used in the construction of stands, features and displays, including signs and fascia's, shall be:

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed in order to adequately perform the functions for which they are designed
- Compliant with the British Standard relevant to the particular material or item and ultimately, non-combustible, inherently non-flammable or durably flameproof in accordance with BS 476-Part 7
- Water-based, where applicable, e.g., adhesives, paint and fillers

British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.

### **Timber** [eGuide page 118 points 110,111 & 112 for further information refer to eGuide.](#)

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS 476-Part 7, Class 1' marked on them.

Boards, plywood, chipboard etc. must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF and chipboard must not be machined on site, as the dust produced is hazardous to health. Chipboard must not be used as a weight-bearing material.

### **Glazing** [eGuide page 117 points 105 & 106 for further information refer to eGuide.](#)

All glazing used in the construction of stands must consist of laminated safety glass with a minimum thickness of 6mm. Areas of glazing within 800mm of floor level and over 0.5m<sup>2</sup>, where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact')

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos etc. Overhead glazing shall be of wired or laminated glass or be otherwise adequately protected from shattering.

### **Decorative Materials** [eGuide page 116 points 96 & 98 for further information refer to eGuide.](#)

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

**Fabrics, Drapes, Curtains and Hangings** [eGuide page 116 points 99](#) for further information refer to [eGuide](#).

Drapes, curtains, hangings etc. must be inherently or durably flame-proofed. Otherwise, they may be treated with a proprietary flame retardant.

Test certificates must be available for inspection for any materials intended to be used.

**Stand Platforms Corners** [eGuide page 113 points 47 & 48](#) for further information refer to [eGuide](#).

Platform corners must be splayed, rounded or angled and there must be a contrast in colour between the gangway and the platform to denote the change in level.

Where a bevel edge is applied to the perimeter of a platform, it must be conspicuous.

**Doors/Vision Panels** [eGuide page 112 points 39, 40, 41 & 42](#) for further information refer to [eGuide](#).

Doors must have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor.

The exception to this is doors to small storerooms, where a small panel may suffice.

Emergency exit doors must open outwards in the direction of escape.

Doors must be recessed where they open on to public circulation areas, e.g., they must not open directly on to a gangway. Sliding doors are not acceptable as emergency exit doors.

**Stand Plans General Guidance** [eGuide pages 120 & 121 point 1-5 & 7](#) for further information refer to [eGuide](#).

All stand plans must be checked by a competent person to ensure:

- Compliance with all relevant standards
- That the structure can be built safely within the time available
- That the design is suitable for its purpose and safe for use by all

### **Stand Plans Space Only Stands**

Detailed scale drawings, including plan views and elevations of all space only stands must be submitted to the event organiser prior to the event, so that they may ensure that the plans comply with the venue's regulations.

Details of the materials used to construct the stand; a plan showing its location within the exhibition, a risk assessment, (to include fire hazards) and method statement must also be submitted.

It is the organiser's responsibility to ensure that space only stand, and rigged structure plans comply with all relevant regulations. Where plans are required to be submitted to the venue, as in the case of complex structures, the organiser or appointed stand plan approval contractor must be satisfied that the plans and all accompanying documents are complete and fully comply before submitting them.

### **Health & Safety Stand Design & Build & Submission Procedure**

**Complex Structures** [eGuide pages 120 & 121 points 8,9,10, 11 & 12](#) for further information refer to [eGuide](#).

#### **Definition**

A complex structure is any form of construction, either ground-based or suspended, that, through risk assessment, has been found to present a significant risk.

**It is the responsibility of the stand designer to determine whether a structure is complex or not.**

Examples of complex structures:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds four metres in height
- Custom-built/bespoke suspended structures

Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms) The venue reserves the right to deem a structure 'complex' where this has not correctly been determined by the designer.

### Submission Procedures

Organisers are responsible for submitting full details of all complex structures. Please refer to the 'Deadlines' section of the manual for further details.

Permission to build any complex structure will not be given until the venue has received 2 copies of the following (written in English):

Detailed, scaled structural drawings showing:

- Plan views of each storey of the stand/structure
- Specifications of materials used
- Structural calculations
- Risk assessment (to include fire hazards) and method statement

Written confirmation from an independent structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose is required.

Please refer to the Key Contact List for details of our recommended structural engineer.

Each item of information should state the event name and stand number. Complete sets of information only should be submitted, together with a plan showing the location of the stand within the exhibition. If any complex structure is modified after the submission of the above information, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

**Contractors' and Exhibitors' Risk Assessments** [eGuide page 90 points 10,11 & 12 for further information refer to eGuide.](#)

It is the responsibility of all contractors and exhibitors to ensure that they have suitable and sufficient health and safety and fire risk assessments in place.

Each exhibitor and contractor must ensure that their risk assessments cover all risks and control measures associated with the individual hazards and risks applicable to their individual activities. Organisers should vet all exhibitors and contractors risk assessments, to ensure they are suitable and sufficient and relate to the specific event.

**Working at height** [eGuide page 140 point 7 for further information refer to eGuide.](#)

Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g., suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work

- You must NOT stand on the top tier of your ladders - any unsafe ladder work may result in the person being ejected from the venue
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used

### Health & Safety Access Equipment, Banners, Link & Induction 9/13

**Access Equipment** [eGuide page 138 points 5,6 & 7 for further information refer to eGuide.](#)

Scaffold towers must be built and used in accordance with the manufacturer's instructions. Where the working platform is more than 3 times the minimum base dimension, outriggers must be used. Powered access equipment shall have been inspected and tested for safety in the previous 6 months. It must only be used by competent persons trained in the use of the equipment who can provide a valid licence or training certificate.

Operators must comply with current IPAF guidance.

**Standard banners** [eGuide page 87 points 21,22 & 23 for further information refer to eGuide.](#)

A standard banner is a straight, flexible banner, normally made from PVC/vinyl. \*

Banners shall be fit for suspension. Suppliers shall be responsible for the integrity of banners and their suspension fittings. Screw-in eyes are not acceptable, and the venue reserves the right to refuse to allow the suspension of any banners where the suspension fitting supplied is inadequate.

Any drop-weighting applied to the bottom of banners must be within a sealed pocket enclosed by one of the following methods: stitching, vinyl welding, cable ties fixed taut through eyelets, or fixed with heavy-duty stapling and large head screws and washers. The weight must not be allowed to move around within the pocket.

**\*Note from author** - banner materials must be inherently flame retardant or treated with retardant chemical.

**Link to eGuide** <https://www.aev.org.uk/e-guide>

### IMPORTANT PLEASE NOTE - INDUCTION PROCEDURE

**Exhibitors** will receive from SPIE EUROPE LTD. induction information. Follow the instructions and return via email.

**Contractors** will receive from SPIE EUROPE LTD. induction information. Follow the instructions and return via email.

### Important upon arrival change of personnel

In the event of a "last minute" personnel change please report to the organisers office to receive the induction information.

**Note: No Induction No Entry.**



### Health & Safety Personal Protective Equipment:

#### **PPE requirement for both Load in, Build – Breakdown & Load out.**

#### **No Black Vest with reflective stripes and No bump caps – thank you.**

Hi-visibility vest: Standard Yellow, Red or Orange and Safety footwear when working near moving vehicles / plant.

In the event of overhead working - hard hats (please ensure these are available and on hand)

#### **NOTE:**


- If your own company risk assessment states additional PPE then that assessment instruction stands.
- Your own risk assessment may require additional PPE to the above in that case that requirement must be met.


Any changes to times or PPE requirements will be communicated by SPIE EUROPE's safety representative to all parties affected.

**SEC enforces the wearing of Hi-vis during build & breakdown and any person not wearing PPE will not be allowed in or to work in the event space.**

### Health & Safety Fire & Evacuation, Hot Work & Smoking

#### Fire and Evacuation

**Evacuation Message:** Should it be necessary to evacuate, the following message will be broadcast across the campus. 

***"Attention please, Attention please. An emergency has arisen within the centre. Please leave the building by the nearest available exit Do not use the lifts"*** 

Follow the directions from G4S or SEC team members to your designated assembly point.

#### Hot work permit

No hot work (grinding, welding) can take place in the venue or event space without a Hot Work Permit being issued. Please contact the SPIE EUROPE safety representative for further information.

#### Smoking policy

Smoking cigarettes and e-cigarettes is not allowed in any of SEC's internal areas. If you or your visitors, delegates or exhibitors wish to smoke, there are designated and marked smoking areas outside

#### Gangways, Medical, Children, Noise, Alcohol /Drugs, Non-Compliance Gangways

Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside their allocated space at all times.

#### Medical First Aid

If you need urgent medical assistance, please advise a venue steward, venue security or SPIE EUROPE staff member. If near an in-house telephone please dial First Aid direct extension 2211 or Security 2206 and give the location of the casualty and details of any injuries (e.g., bleeding or unconsciousness). A member of the first aid team will come to help.



### Children

For Health and Safety reasons, children aged 16 and under are not permitted in the exhibition hall during build-up or breakdown periods at any time. Children under 14 must always be accompanied by an adult during open days.

### Noise

Noise levels may not exceed 70dBA when measured at the edge of the stand. Please be considerate of your neighbours.

### Alcohol and Drugs

Any person suspected to be under the influence of drugs or who is intoxicated will be ejected from the venue.

### Non-Compliance

Exhibitors or Contractors who do not comply with Health and Safety Regulations will be issued with an official warning (verbal) and will not be permitted to continue working until they meet requirements laid down. Any persistent unsafe work or behaviour may result in the person or persons being ejected from the venue.

### Procedure: Collation of safety related documentation for both build and breakdown

#### SPIE EUROPE LTD. Contractors:

A SPIE EUROPE LTD Health & Safety representative will email a Contractors Agreement and Confirmation Form to each contractor, requesting safety related information, RAMS, insurance and fire retardancy certification.

### For the attention of ALL Exhibitors, "on stand" activities during the event open days

Exhibitors occupying both shell scheme and space only stands may not be required to submit a Method Statement, Risk and/or Fire Risk Assessment if the activity on the stand is clearly without significant risk.

As each exhibitor confirms attendance, SPIE EUROPE LTD. will email a No Significant Risk Declaration Form (NSRDF) for each exhibitor to complete. This information is for the actual 'on stand' activities during the event open days.

The deadline to return the form via email is **October Friday 13th.** A copy of the form can be found here **NSRDF**

### Exhibitor assigns contractor for delivery and installation of items such as;

- Display cabinet(s)
- Pop up banner(s)
- Light boxes(s)

SPIE EUROPE LTD. will request a stand plan and that plan will be forwarded onto a SPIE EUROPE LTD. Health & Safety representative, who will either confirm no further action required or request directly from the contractor safety related documentation.

### NOTE:

The exhibitor will still need to complete a No Significant Risk Declaration Form (NSRDF) for the actual 'on stand' activities during the event open days.

**Exhibitors who have arranged a contractor for design and stand build installation;**

A SPIE EUROPE LTD. Health & Safety representative will email a Contractors Agreement and Confirmation Form to each contractor whilst requesting safety related information, RAMS, copies of insurance and fire retardancy certification.

**NOTE:**

The exhibitor will still need to complete a No Significant Risk Declaration Form (NSRDF) for the actual 'on stand' activities during the event open days.

Exhibition Dates: 25-26 October 2023

## FOR THE ATTENTION OF ALL SPIE PHOTONEX 2023 EXHIBITORS NO SIGNIFICANT RISK DECLARATION FORM

Please complete this form and return to - [amanda@spieeurope.org](mailto:amanda@spieeurope.org)

By Friday 13 October 2023

**Exhibitor Company Name**..... **Stand Number**.....

Enter a short description of the activity that will occur on your stand: e.g. *explanation of product or services to potential clients.*

.....  
.....

### Confirmation of “No Significant Risk”

Exhibitors occupying both shell scheme and space only stands may not be required to submit a Method Statement, Risk and/or Fire Risk Assessment if the activity on the stand is clearly without significant risk.

**The exhibitor must confirm that this is the case by submitting the following declaration form.**

### Regarding Safety

Some examples, which would represent a significant risk, include:

- ▶ Demonstrations using moving mechanical display items
- ▶ Demonstration of lasers and similar display devices
- ▶ Demonstrations using fragile display items that could shatter or splinter

### Regarding Fire Risk

Some examples, which would represent a significant fire risk, include:

- ▶ Use of compressed or flammable gases
- ▶ High levels of packaging waste
- ▶ Dressing the stand with untreated non-flame retardant materials such as artificial floral arrangements
- ▶ Any kind of naked flame on stand

### Statement 1 | Health & Safety

I declare that having carefully considered the activity planned within our stand during the event, I am satisfied that it poses *no significant Health & Safety risk to our staff, other exhibitors, visitors or others at the venue.*

### Statement 2 | Fire Safety

I declare that having carefully considered the notes above and the activity planned within our stand during the event, I am satisfied that it poses *no significant risk of fire.*

### Statement 3 | Activity

If our planned activity changes, I agree to review the risks and if a significant risk is identified, submit a Risk Assessment and/or Fire Risk Assessment marked “For The Attention of Ray Critchley” and email to [enquiries@em-ss.co.uk](mailto:enquiries@em-ss.co.uk)

If you **accept and agree with all three statements**, please enter your name, signature, company position and date.

Name: .....

Signature:.....

Company Position.....Date: .....

## Exhibitors Site Induction information

For the attention of all personnel attending SPIE PHOTONEX 2023

### Page 1 of 2

- Please read the Site induction information (page 2)

### And

- Circulate the Site induction information to the personnel who will be onsite.

### Finally

- Complete the confirmation below & email to R Critchley - [enquiries@em-ss.co.uk](mailto:enquiries@em-ss.co.uk)

### CONFIRMATION

On behalf of the company, I can confirm that all on site personnel at SPIE 2023 will have read the induction information prior to arrival.

⇒ **Print your Name** .....

⇒ **Position in company** .....

⇒ **Company Name** .....

**THANK YOU FOR YOUR SUPPORT**

**Please see page 2**

## Page 2 of 2

### First Aid Location

- SEC Centre First Aid room – Near to West Entrance

### First Aid Telephone Numbers:

If you need first aid assistance and cannot get to one of our treatment centres – call our Security Control room and they'll get someone to come to you.

### First Aid telephone numbers *Non-Emergency*

- Telephone SEC Security 0141 576 3290 or internal extension 290

### First Aid telephone numbers *Emergency*

- Telephone SEC Security 0141 576 3888 or internal extension **888**.

### Evacuation

**Evacuation Message:** Should it be necessary to evacuate, the following message will be broadcast across the campus; [L] [SEP]

*“Attention please, Attention please. An emergency has arisen within the center.*

*Please leave the building by the nearest available exit Do not use the lifts” [L] [SEP]*

Follow the directions from G4S or SEC team members to your designated assembly point.

### Promote Your Exhibit

#### Free Opportunities

##### Exhibitor Dashboard

Two Places to Promote Your Company: ([See tutorial for Instructions](#)). Use your personal SPIE.org account to log into the Exhibitor Dashboard to manage your Exhibition listing, including:

- Banner Ad
- Contact Information
- YouTube Video
- About Company Description/Logo – Tuesday 25 October
- Product Categories/Keywords
- Announcements: Appears on your Exhibitor Listing and Company Announcements page

##### Download E-postcard

Invite your customers using a customisable pre-show email postcard. (Cut and paste the copy into your own email and send to your customers).

##### Download Event logos

Utilise the event logo in your exhibit promotions.

##### Social media Tips

View our tip sheet for promoting your participation on social media

#### Promotional Paid Opportunities

##### Advertise

Reach the most influential people and organisations in the European photonics industry through print advertising.

##### Optics.org Buyers Guide

Generate leads year-round with a discounted Corporate Partner listing on optics.org buyer's guide. Includes company logo in optics.org buyer's guide, one job posting on the optics.org jobs pages and logo in all product postings for 12 months.

#### **SPECIAL PRICE FOR SPIE EXHIBITORS £215 (£725 VALUE)**

If you would like further information on this, please contact:

Rob Fisher

E-mail: [rob.fisher@optics.org](mailto:rob.fisher@optics.org)

Tel. +44 (0)117 905 5330

##### Sponsor an Event

Maximise your visibility and reach your targeted audience

[Become A Sponsor](#)

For a complete look at promotional opportunities, bookmark the [Exhibitor Logistics page](#)

Exhibition Dates: 25-26 October 2023

## Enhanced Media Services for SPIE Photonex Technologies Exhibitors – Increase Your Exposure

### Media Representation

Trade and mainstream media are invited to attend SPIE Photonex Technologies 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](mailto:media@spie.org). Take advantage of this opportunity to promote your product before the meeting.

### Social Media – let's connect!

Use the hashtags #SPIE and #Photonex on your preferred social media network to promote your products and connect with attendees, the press, and SPIE. Join the conversation before, during, and after the event for maximum engagement and visibility.

#### Twitter

[@SPIEtweets](#): News, updates and content related to the industry and SPIE conferences and exhibitions.

#### Instagram

[@SPIEphotonics](#): Photos and videos about SPIE and the optics and photonics community.

#### LinkedIn

[SPIE, the international society for optics and photonics](#): Read news about SPIE, our conferences and the photonics community. Leverage your network by posting exhibit updates and sharing product news.

#### Facebook

[@SPIE.org](#): Like our Facebook page to see photos, news, and videos about the innovative minds in the photonics community.

Social Media Contact: Emily Haworth • email: [emilyh@spie.org](mailto:emilyh@spie.org)

### Free Online Product Announcements

Journalists prefer electronic material that is accessible at their convenience. Give them advance notice of your news by posting a brief company announcement on the SPIE Photonex Exhibition web page– **free of charge**. Submit through the [Exhibitor Dashboard](#)

Press Contact: Daneet Steffens • email: [daneets@spie.org](mailto:daneets@spie.org)

## EXHIBITOR STAFF REGISTRATION

### Registering Exhibition Staff for Badges

- [Register Exhibition Staff](#) – Registration is now open
- Use your personal SPIE.org account to log into the Exhibitor Dashboard
- If you forgot the password it can be reset by clicking on '[Forgot your Password?](#)'

### Exhibition Booth Staff - Complimentary

- Limit booth staff registration to those staffing the booth
- All others may register as exhibition visitors (complimentary)
- All badges will be picked up on-site

### Technical Passes - Complimentary

- Tabletop exhibitors receive one complimentary non-author technical pass. Shell Stands receive two non-author technical passes. Co-exhibitors do not receive technical passes
- Allows shared access into the technical sessions; does not include a proceedings volume
- Not valid for a presenting author. Authors of oral or poster presentations must complete full Technical Registration for Photonex 2023

### Badge pick-up

All badges can be picked-up on-site at the Exhibitor Registration desk located in Hall 11 at the NEC.

- SPIE does not ship badges
- Pre-registered booth staff will receive a bar-coded confirmation email, bring your barcode confirmation email for express check-in
- Photo identification and/or company business card may be checked at badge pick up
- Personnel are only allowed to pick up their own badge

### Visa Information and Invitation Letter requests

- [Invitation letter request form](#)
- Visa application process can take several months, allow 3-4 months to complete



Exhibition Dates: 25-26 October 2023

**Registration**

Registration Type	Cost	Access
<p><b>Exhibition Booth Staff</b></p>	<p>Complimentary 30 badges per exhibition company</p> <p><a href="#">Exhibitor Badge Registration</a></p> <p>Contact SPIE if you require additional badges</p>	<p>Exhibition Hall Poster Reception Welcome Reception</p>
<p><b>Exhibition Booth Staff with Technical Pass</b> (not valid for authors/presenters)</p>	<p>Tabletop exhibitors receive one complimentary non-author technical pass</p> <p>Shell Stands receive two non-author technical passes</p> <p><a href="#">Exhibitor Badge Registration</a></p>	<p>Exhibition Hall Technical Sessions Plenary Session Poster Sessions Welcome Reception</p>
<p><b>Exhibition-Only Visitors</b></p>	<p>Complimentary</p>	<p>Exhibition Hall Industry Events Exhibitor Product Demos</p>
<p><b>Technical Registration</b> (all authors/presenters and conference attendees)</p>	<p>Registration fees vary</p> <p>Technical Registration – Photonex</p>	<p>Exhibition Hall Technical Sessions Plenary Session Poster Sessions Welcome Reception Proceedings Volume</p>

**After Hours**

- Only registered Exhibition booth Staff and authorised set-up crew will be allowed in the Exhibition Area during move-in and dismantle hours
- Exhibitors needing to stay after hours must wear their exhibitor badge and provide personal/company identification (driver's license, business card)
- Sign in/out with the security guard at the exhibition hall entrance; required for access

**Questions?** Contact SPIE at [amanda@spieeurope.org](mailto:amanda@spieeurope.org), Tel: +44 (0)29 2089 4747; Fax: +44 (0)29 20894750