Hello! Thank you for participating in FiO 2017! As September quickly approaches, we wanted to provide information and upcoming deadlines to help with a smooth and efficient exhibiting experience.

Operations & Logistics: Exhibitor Services Discount Deadline is Friday, 1 September

1. **Exhibitor Orders and Deadlines Coming Soon!**
   - Money saving [upcoming deadlines](#) for booth furnishings and services is Friday, 1 September 2017.
   - The FiO 2017 online [Exhibitor Service Manual](#) is located in the [Exhibitor Service Center](#).
   
   **Show Name:** FiO  
   **Show Code:** FiO2017

2. **Exhibitor Registration**
   - Save time at the registration desk and [Register](#) your booth personnel now. To ensure your exhibit team has access to the exhibit hall for set-up and breakdown, please complete one form per person and send to [exhibits@osa.org](mailto:exhibits@osa.org).

3. **Hotel Reservations – Housing Deadline: Sunday, 20 August!**
   - Book today within the official FiO block for the only way to receive exclusive discounted rates on your [hotel reservations](#).

4. **Schedule at a Glance**

   **Exhibitor Move-in**
   Monday, 18 September 08:00 – 17:00

   **Exhibit Hours**
   Tuesday, 19 September 09:30 to 16:00
   - Science & Industry Showcase 10:00 – 12:00; 13:00 – 15:00
   - Exhibit Hall Lunch and Meet the OSA Journal Editors Reception 12:00 - 13:00
   - OSA Student Chapter Competition 13:00 - 15:00
   - Conference Reception 18:30 – 20:30

   **Wednesday, 20 September**
   - Science & Industry Showcase 10:00 – 12:00; 13:00 -- 15:00

   **Exhibitor Move-out**
   Thursday, 21 September 15:00 – 20:00*

   *There will be no move out hours on Friday. All exhibitors must be moved out of the hall on Thursday. Please note the hours and make your travel plans accordingly.
NEW THIS YEAR:

The FiO exhibition transforms into The Science & Industry Showcase – in which exhibiting companies are partnered with a show floor theater, presentations and demonstrations, and networking events. 500 poster presentations will be hosted in the exhibit hall, including new “virtual” posters; and Rapid-fie Oral Presentations, in which a select number of presenters quickly offer a preview of key results from their research.

Maximize Your Exposure:

Become a Sponsor: Maximize your investment at FiO 2017 by securing a high-profile sponsorship. Sponsorships range from $1000 - $6,000. To receive a list of available sponsorships and to discuss further, please email us at exhibitsales@osa.org.

What is included with your exhibit space?

Tabletop Display:
- Pre-set display consists of a 6 foot x 2 foot skirted table, 2 chairs, wastebasket, and ID sign (7” x 44”) and existing exhibit hall carpet. Color of table skirt will be blue.
- Display space is 6 feet wide by 2 feet deep x 8 feet tall. Maximum height of the display is 8 feet—tables provided are 30 inches tall. All materials must be displayed within the above mentioned space and cannot be adhered to walls. Additional space may be purchased by contacting exhibitsales@osa.org or calling +1 202.416.1428.
- Additional services ordered, such as electric and telephone/Internet connection(s), will be the Exhibitor’s responsibility. Tabletop Exhibitors are restricted in what additional furniture they can order.

In-line or Corner Linear Booth:
- Maximum Height of Back Drape - 8 feet, including signage. No hard wall is provided with booth—pipe and drape only from which exhibitors should not hang any display material.
- Maximum Height of Side Rail - 4 feet for front half of booth (from aisle) / 8 feet for back half (to back drape).
- End drape may be required to cover unsightly or unfinished areas of exhibit.
- Booth ID Sign – 7” x 44” sign and wastebasket are provided.
- Ceiling Signage - Not permitted.
- All booth accessories, including any applicable cleaning - Responsibility of the exhibitor.

Business Center
The Washington Hilton’s in-house Business Center, operated by FedEx, offers one-stop shopping for all of your business needs. The FedEx Office is open Monday - Friday, 07:00 - 19:00, Saturday 09:00 - 15:00, closed on Sundays. Guests of the Washington Hilton have extended access with their guest room key to self-service computer stations available 24 hours a day, 7 days a week.
Shipping

- Advance shipping begins **Wednesday, 16 August at 08:00 and ends Tuesday, 12 September at 16:00**
  
  (Company Name & Booth Number)
  
  FiO 2017
  
  c/o Hargrove
  
  Hargrove, Inc.
  
  1 Hargrove Drive
  
  Dock 2
  
  Lanham, MD 20706

- Direct shipping – **There will be NO DIRECT SHIPPING to this event.**

Questions? Contact us at **exhibits@osa.org**