

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.

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-fire 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