

OFC

Los Angeles, California, USA 2015

Exhibitor Newsletter

FINAL NOTICE!

Exhibit Buyers' Guide Submission Deadline has been extended!
The Exhibit Buyers' Guide, which contains exhibiting [company descriptions](#) and product categories, is handed out to all conference attendees. Submit yours today and take advantage of this important free advertising opportunity!

You can also upload your Virtual Tradeshow information for the online directory in the same place. One stop and you're done!

How to Complete

[Click here](#) to submit your description.

What to Complete:

- Business Card
- Show Guide (Printed)
- Add a Product
- Company Profile (Online)
- Categories

If you are a **returning exhibitor**, your Virtual Tradeshow listing from the 2015 show will be replicated unless updated.

Holiday Hours

OSA will be closed for the holidays from
Thursday, 25 December 2015
through
Thursday, 1 January 2015

[Additional Listings](#)

Don't forget to sign up your internal or external partners for a FREE Additional Listing in the Buyers' Guide – contact the OFC Sales Team for details at +1 202.416.1428 or sales@ofconference.org.

Housing & Registration Online

Exhibitor Housing and Registration are now available. Cross two items off your list today!

[Housing](#)

- Book in the OFC block to receive:
 - ⊕ Lowest Rate Assurance
 - ⊕ No booking or service fees
 - ⊕ Automated waitlisting
 - ⊕ Guaranteed hotel confirmation number for smooth check-in
- Click [here](#) for housing

[Registration](#)

- Save time when you arrive!
- Avoid lines at registration by pre-registering
- Click [here](#) to register

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www.ofconference.org

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Mark your calendars!

- **15 December**
Exhibit Guide Submissions Due
- **23 February**
Pre-Registration Deadline
- **23 February**
Vendor Discount Deadline
- **2 March**
Housing Reservation Deadline

VISA Letter of Invitation Information

Please include your full name as it appears on your passport, complete mail address, phone and fax number and indicate which meeting you will be attending. If you are presenting a paper, include the title and session in which the paper will be presented, or if you are exhibiting please indicate that in your request. If requesting letters for more than one individual, please fill out one form for each person.

Please allow ample time for processing requests. Invitation letters take OFC management 7–10 days to process.

OFC management is not able to contact US Embassies in support of an individual attempting to gain entry into the host country to attend the conference.

If you have questions about this process please email invitations@osa.org.

For detailed information about applying for a visa refer to the [Department of State website](#) and the [National Academies International Visitors Office website](#).

Want More Exposure for your Company?

Sign up for a sponsorship now to ensure that you will be noticed by the top industry decision-makers at the largest optical communications event in the world. Click [here](#) to see what is still available.

Feeling restricted within your booth? Contact the OFC Sales Team today at +1 202.416.1428 or sales@ofcconference.org today to discuss available meeting space both on and off the exhibit floor.

- The Corporate Village, located on the exhibit floor, is ideal for extending booth conversations or hosting confidential customer demonstrations or meetings.
- Limited accessibility exists for meeting room space within the LA Convention Center – call the Sales Team at +1 202.416.1428 for details.

Promote Your Booth! Add the “We’re Exhibiting at OFC” banner to your emails and website! [Click here](#) for images and instructions.

Reach the entire OFC audience! [Advertise in the Buyers Guide](#) distributed to every OFC 2015 registrant. Call the Sales Team today at +1 202.416.1428 for details.

Free Exhibitor Invites Opportunity

Coming this December! Look for an email about our complimentary exhibitor marketing program: Exhibitor Invites. You will be getting an email announcing when Exhibitor Invites is ready for you to start inviting your customers and prospects to attend OFC 2015, offering them valuable information about your company, and a chance to register for a free Exhibits Pass Plus if they haven’t done so already.

Bonus for using Exhibitor Invites! The exhibitor who sends the most emails through the Exhibitor Invites system will win a 16GB new iPad!

Exhibitor Service Manual

The OFC 2015 Exhibitor Service Manual is now available! It contains all the information you need for a successful exhibit, including deadlines, vendor forms, rules and regulations, shipping and more. Click on the Exhibitor Service Manual button above. To access the order forms:

User name **OFC**

Password **OFC2015**

Visit the [Exhibitor Service Center](#) and select the Exhibitor Service Manual or other exhibitor information such as registration, housing reservations, company descriptions and the floor plan. In an effort to go green, the Service Manual is only available online.

Only the main contact for your company will receive the password for the vendor order forms in the Service Manual.

Official OFC Vendor Seals

Look for these seals on all official OFC vendor emails and solicitations. They indicate that they are an approved OFC 2015 Vendor. Only official OFC 2015 vendors are authorized to use these seals.



Vendor Warning: Who's contacting me? Official and Preferred Vendors

Show Management does not release its exhibitor contact list to anyone except official show vendors. If you are contacted by a non-official vendor, we would appreciate you providing us with the details regarding these calls or copies of their emails. We will follow up aggressively with them. The exhibitor list is available online as part of the Virtual Trade Show, so an enterprising company may visit that list to gather even generic contact information about your company. **This includes outside companies offering listings in show directories as well as more standard items for your booth.**

When in doubt, exhibitors may contact us at exhibits@ofcconference.org to confirm that a company is legitimate. A list of official and preferred vendors is included in [Exhibitor Service Manual](#). Exhibitors are welcome to use their own vendors for non-exclusive services, but these vendors cannot claim to be official vendors of the meeting.

Caution! Housing Poachers

The OFC Exhibits Team is warning all exhibitors of potential housing "poachers." These are housing companies that are trying to get your business, yet they are **not affiliated with OFC**. **Travel Planners** is the **ONLY** official housing company for OFC 2015. Reserving your housing through Travel Planners guarantees the availability of your room and amenities such as free bottled water and free in-room wireless internet. OFC cannot make the same guarantee for other housing companies. Book with Travel Planners and look for the Official Housing Partner logo above on their website.

Get to know your OFC 2015 Exhibit Management Team

Operations & Exhibitor Services

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Each monthly newsletter will be posted on the [Exhibitor Service Center](#) page