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Operations & Logistics

Last chance to update your Exhibit Buyers' Guide [submission](#) ! Find this link and more in the [Exhibitor Service Center](#) on the OFC website.

Sharing Your Booth with Another Division of your Company? To include separate printed and digital booth listings for another division of your company, please complete the [Additional Listing Form](#).

The [Exhibitor Service Manual](#) is available to assist with your planning. To access the order forms, click on the Order Rental Items button at the bottom of the page. Use log in credentials.

Show name: OFC

Show code: OFC2016

[Housing](#) and [Registration](#) are open! Find these links and more in the [Exhibitor Service Center](#).

Maximize Your Participation/PR Opportunities

Become a Sponsor: 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. Email sales@ofcconference.org for additional details including rates. Sponsorships are secured on a first-come, first-serve basis.

Feeling restricted within your booth? The Corporate Village, located on the exhibit floor, is ideal for extending booth conversations or hosting confidential customer demonstrations or meetings. Call the Sales Team at +1 202.416.1988 or email at sales@ofcconference.org for details.

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

Free Exhibitor Invites Opportunity: Drive traffic to your booth! A great pre-show marketing tool, Exhibitor Invites is an easy to use program proven to be one of the most powerful ways to ensure your key contacts attend OFC. **Bonus for using Exhibitor Invites!** All participating companies will receive an automatic upgrade to the OFC Mobile App and be entered into a drawing for an *Apple iWatch Sport!* You must schedule your campaign by 22 January 2016. To get started visit: www.exhibitorinvites.com/ofc.

Take Advantage of OFC's Public Relations Opportunities: Maximize your presence on-site by promoting your news and product announcements to media and analysts attending the show. Just a few opportunities include:

Free news release posting: [Submit your news releases](#) free of charge on the OFC website. Registered media are directed here prior to and during the show. Exhibitors also receive a discount on [Business Wire's Tradeshow Circuit](#). Contact media@ofconference.org for more information on news release opportunities.

Advance news sharing: Share your advance news and product launches through the *First News* program sent directly to press. Final deadline is 26 February. Contact [Leah Wilkinson](#) for more information on *First News*.

Breakfast briefings with press: The OFC PR team can arrange exclusive one-on-one briefings for your company with registered media and analysts on-site. Contact [Leah Wilkinson](#) for more information on the Breakfast Briefings program.

To learn about additional PR opportunities, contact the OFC PR Team: media@ofconference.org.

Housing Warning! Caution on Third Party Offerings



For your housing needs, please be vigilant if approached by any company or service other than onPeak, OFC's Official Housing Provider, who implies or claims to be an official housing provider of OFC 2016. We have been made aware of other housing companies or travel agencies that may be aggressively pursuing you, or your company, to book your guest rooms through their company at supposedly significant discounts.

OFC has NO affiliation with these organizations and in no way endorses their services. Reservations made through these "pirate" agencies or companies will be at your own risk. These companies are contacting you by phone (and in some cases email). Please note that OFC does not provide them with any contact information. Look for the Official Vendor seal for OFC 2016 on emails and correspondence.

Contact Us – If you receive a phone call or email from any company or any other travel service that is not onPeak, please contact OFC Show management at exhibits@ofconference.org.

Contacts and more...

Registration badges, registration tech support, registration billing - ofc@compusystems.com

Hotel information, reservations, customer service - ofc@onpeak.com

Operations & Exhibitor Services, Logistics - exhibits@ofconference.org

Exhibits, Promotional Opportunities & Sponsorships - sales@ofconference.org

Career Center, Meeting Room Sales, Booth Location/Size Changes - sales@ofconference.org

Exhibit Payments, Invoices, or Primary Contact Changes - accounts@ofconference.org

Media/PR - media@ofconference.org

Holiday Hours

OSA will be closed for the holidays on
25 December 2015 through 4 January 2016



Questions? OFC Show Management is happy to help at exhibits@ofconference.org