

OFC 2014

The future of optical networking
and communications is here.

Exhibitor Newsletter

January 2014

www.ofcconference.org

**Important \$\$ Saving Deadlines
Approaching! Place your orders
before 14 February for your
early bird rate!**

[Exhibitor Service Manual](#)

Click on the Exhibitor Service Manual button above to access your
vendor order forms:

User name **OFC**
Password **OFC2014**

Visit the [Exhibitor Service Center](#) and select other exhibitor information
such as registration, housing reservations, travel, parking, updating
your online company description and the floor plan.

To see the updated [Target Floor Plan](#), [Click Here!](#)

Housing & Registration Online

[Exhibitor Housing](#)

[Exhibitor Registration](#)

**Exhibitor Housing and Registration deadlines
10 February.
Cross two items off your list today!**

Mark your calendars!

- **10 February**
*Pre-Registration
Deadline*
 - **10 February**
*Lead Retrieval
Discount Date*
 - **10 February**
*Group Housing
Reservation
Deadline*
 - **14 February**
*Hargrove and
Vendor Discount
Deadline*
 - **14 February**
*Laser Safety
Inspection Form
Due*
 - **14 February**
*EAC Forms & EAC
Certs of Insurance
Forms Due*
 - **14 February**
*Utilities, Internet
Forms Due*
 - **17 February**
*Housing
Reservation
Deadline*
 - **19 February**
*Group Badge Pickup
Request Form Due*
 - **21 February**
*Before/After Hours
Meeting Request
Form Due*
- All forms in the
Exhibitor Service
Manual**

VISA Letter of Invitation Information

International exhibitors: Information and resources about obtaining visas is available online at <http://www.ofcconference.org/home/register-and-plan-travel/letter-of-invitation/>

If you are bringing individuals from countries that need visas to enter the United States, we urge you to apply as soon as possible. In most instances the visa is being acted on within 30 days or less, but checks may take longer depending on country and application information. You may visit http://travel.state.gov/visa/visa_1750.html to download visa forms, view fees and read more information about the process.

In order to assist exhibitors, OFC Management will be providing a separate letter of support that may help exhibit personnel in obtaining a visa. This letter will confirm that the exhibitor has signed a contract to exhibit at the conference and will note, if applicable, if the company has exhibited at OFC previously. Unfortunately, OFC Management cannot guarantee visas for any exhibitor or its personnel. *If you are interested in receiving an additional letter of support, contact exhibits@ofcconference.org.*

To request a Letter of Invitation online from OFC Management, go to http://www.osa.org/forms/invitation_letter/?mtg=OFC OFC Conference Management is not able to contact U.S. Embassies on behalf of any individual attempting to gain entry into the United States to attend the OFC Conference.

Official OFC Vendor Seals

Look for these seals on all official OFC vendor emails and solicitations. They indicate that they are an approved OFC 2014 Vendor. Only official OFC 2014 vendors are authorized to use these seals.



OFC® is a registered trademark; seal used by permission.



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 2014. 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.

Increase Your Exposure!

ACT NOW! It is not too late to pursue certain sponsorships aimed to drive traffic to your booth and increase your visibility at the show. Sponsor a coffee break, explore signage opportunities, and insert literature or promotional product in both the conference and exhibit attendee bags. [Click Here](#) for details and call today.

Need More Space?

Contact the OFC Sales Team today at sales@ofcconference.org or +1 202.416.1428 to upgrade your booth space. Or, reserve meeting room space on the exhibitor floor and within the convention center.

- Corporate Village space, located on the exhibit floor, is ideal for extending booth conversations or hosting confidential customer demonstrations or meetings.
- Limited availability exists for meeting room space within the Moscone Center in hourly increments. Call for details!
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Attention exhibitors! There is a **new exhibit product category** being recognized at OFC 2014. If you are an organization in the Datacom industry, then chose this category to make yourself more visible to your target market.

Free Exhibitor Invites Opportunity

Increase Traffic at Your Booth and Win an iPad!

OFC has once again partnered with [Exhibitor Invites](#) to provide a FREE tool that allows you to send a nicely-designed html email campaign of up to three different emails to your customers and prospects, letting them know what you'll be doing at the show. Invite them to visit you at your booth and register for a FREE Exhibits Pass Plus. It's fast, easy, and there is absolutely NO CHARGE for you to use this tool! In less than 30 minutes, you'll have a complete pre-show marketing campaign ready to go! Your list is secure with Exhibitor Invites. No exhibitor list will be rented, sold or used for any other purpose, even by show management.

Get an edge over your competition and start today. [Click here](#). If you would like to schedule an Exhibitor Invites walk through or need assistance, please contact your Exhibitor Invites Specialist, [Greg Gentry](#) at 541.363.3113 Monday - Friday, 10 AM to 6 PM EDT. The exhibitor who generates the most free Exhibits Pass Plus registrants through the Exhibitor Invites system will win a new **16GB iPad!**

Visit the OFC 2015 Rebook Office

Exhibiting companies are invited to visit the 2015 Sales Office located in the North Hall, Lower lobby to view the floorplan and reserve booth space for OFC 2015 in Los Angeles, CA at a discounted rate. Visit at your [appointment](#) time to select space or come by any time to view the floorplan.

If you have any questions about your appointment time, please contact [Crystal Krason](#).

Rebook Hours:

Tuesday, 11 March 10:00 – 17:00

Wednesday, 12 March 10:00 – 17:00

Thursday, 13 March 10:00 – 16:00

[Additional Listings](#)

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

Job Fair

Look for a job. Explore career options. Post job vacancies.

The OFC/NFOEC [Online Job Fair](#) connects employers and skilled job seekers from all areas of optical networking and communications. Conference attendees are encouraged to visit the onsite kiosk located in the north, lower lobby of the Moscone Center

Laser Safety

If your company display includes a live laser using open-beam paths or access to laser radiation, you must sign up for an inspection. If all laser energy is contained in optical fibers with no open-beam paths or access to laser radiation, you will not need an inspection. [Click here](#) to fill out your form, located in the Rules & Regulations tab of your [Exhibitor Service Manual](#).

FTTH 2014 Conference & Expo

Join the **FTTH 2014 Conference & Expo** for the largest event of the year in the North American fiber industry! The Conference & Expo will be held June 23-25 at the Greater Fort Lauderdale Convention Center.

More than 1,000 attendees from a variety of organizations, including telecom equipment manufacturers, design-and-build companies—and many of the more than 750 broadband service providers that have or are in the process of upgrading to all-fiber networks—will be in attendance for three days of networking, information sessions, and panel discussions, all centered around best practices and the latest solutions in fiber deployment.

Visit www.ftthcouncil.org/AnnualConference for updated program information, registration, and accommodations.

Save the Date!!

Exhibitors, get ready for some mingling and a friendly game of billiards on Tuesday, 11 March, 2014 from 17:15 until 18:45. Just one block from Moscone Center, join us for great food and beverages at [Jillian's @ Metreon](#), 175 Fourth Street in San Francisco.

Operations & Exhibitor Services

Dave Coray, CEM, Director

Kathleen O'Driscoll, CEM, Coordinator

+1 202.416.1995 or exhibits@ofcconference.org

Exhibit Payments, Invoices, or Primary Contact Changes

Sia Mullen, Sales Administration Coordinator

+1.202.416.1942 or accounts@ofcconference.org

Exhibits, Promotional Opportunities

Tom Markusson, CEM, Director of Sales

+1 202.416.1988 or sales@ofcconference.org

Career Center, Meeting Room Sales, Booth Location/Size Changes

Crystal Krason, Manager

+1 202.416.1428 or careercenter@ofcconference.org

Media Relations

Angela Stark, Director +1 202.416.1443

Lyndsay Meyer, Public Relations Manager + 1 202.416.1435

or media@ofcconference.org

If you would like anyone else in your organization to receive future Newsletters, please contact exhibits@ofcconference.org.