

Optical Interference Coatings Optics and Photonics Congress 2010

Technical Conference: June 6–11, 2010

Exhibition Dates: June 7–9, 2010

Loews Ventana Canyon Resort and Spa ♦ Tucson, Arizona

Welcome!

We are glad you will be joining us in Tucson! This packet should include what you need to prepare for the meeting. If you have any questions or need more information, please contact Manuela Costa, Meeting Coordinator, at topical Exhibits@osa.org or +1 202.416.1928.

Exhibitor Service Manual

Please provide this information to anyone who will be attending the meeting and staffing your company's table.

All exhibit space will be assigned on-site based on the order of when a space contract was received.

Deadlines Summary

Date	Deadline
June 1, 2010	Final day to order electrical power or other services from hotel.
May 30, 2010	Loews Ventana begins accepting shipments from exhibitors; shipments received any earlier will incur storage charges
May 4, 2010	Housing reservations due
May 14, 2010	75-word description and company logo (.jpg preferred) due for exhibitor listings
May 14, 2010	Final day to request complimentary ID sign (Exhibitor Response Form)
May 25, 2010	Registration forms due (fax to +1 202.416.6100 or email topical Exhibits@osa.org)

Exhibit Schedule

(For a complete schedule of the meeting, visit

<http://www.osa.org/meetings/topicalmeetings/OIC/program/agenda/default.aspx>)

Sunday, June 6

Event	Time
Registration Open	7:00 p.m. – 5:00 p.m.
Set-up	3:00 p.m. – 6:00 p.m.

Monday, June 7

Event	Time
Set-up	7:00 a.m. – 9:00 a.m.
Registration Open	7:00 a.m. – 5:00 p.m.
Exhibit Hours	9:35 a.m. – 3:30 p.m.
Coffee Breaks	9:35 a.m. – 10:35 a.m. & 2:40 p.m. – 3:10 p.m.

Tuesday, June 8

Event	Time
Registration Open	7:30 a.m. – 5:00 p.m.
Exhibit Hours	9:35 a.m. – 3:15 p.m.
Coffee Breaks	9:35 a.m. – 10:05 a.m. & 2:45 p.m. – 3:15 p.m.

Wednesday, June 9

Event	Time
Registration Open	8:00 a.m. – 5:00 p.m.
Exhibit Hours	9:40 a.m. – 3:05 p.m.
Coffee Breaks	9:40 a.m. – 10:10 a.m. & 2:35 p.m. – 3:05 p.m.
Tear-down	3:05 p.m. – 6:00 p.m.

Exhibitors may set their own hours each day. We do not require that you remain at your table for the entire time since, in many cases, exhibit staff may want to attend sessions or keep in touch with the office. **However, tables should be staffed during Coffee Breaks and Poster Sessions.** For more information contact Manuela Costa at topicalexhibits@osa.org or +1 202.416.1928.

Set-up Hours

Sunday, June 6	3:00 p.m. – 6:00 p.m.
Monday, June 7	7:00 a.m. – 9:00 a.m.

All exhibitors must be ready and have their displays set no later than 9:00 a.m. on Monday, June 7. Any exhibitor not ready will need to wait and finish their set up between 10:40 a.m. – 12:00 p.m. on that day.

Tear-down Hours

Wednesday, June 9

3:05 p.m. – 6:00 p.m.

Exhibit Details

The exhibit along with coffee breaks and poster sessions will be held in the Grand Ballroom Foyer of the Loews Ventana Canyon Resort.

Exhibitors will be provided with a draped table and 2 chairs. A 7" x 44" (approx. 1.1m x 0.17m) company sign will be provided if ordered by the deadline. Your display must fit completely on the surface of the table for a total display space no larger than 6' x 2' x 8'. Decorations and signage may not be attached to or hung from any permanent structure. The total height all materials, including the table, must be no higher than 8 feet (approx. 2.5m).

Exhibitors will not receive the following items which must be ordered separately from the hotel:

- Electrical service
- Internet Service

Electrical Service - *Deadline: Tuesday, June 1, 2010*

Cost: \$70.00 (Please refer to Engineering Service Order Form)

Service Labor: Straight Time (1 Hour Minimum) \$50.00/hr

Internet Service - *Deadline: Tuesday, June 1, 2010*

Wireless service is available in the lower hotel lobby. The cost is \$12.95 for a 24-hour period.

Wired or Wireless Internet service for the meeting room is available for \$250 per day. Wireless service is also available in the guest rooms for \$12.95 for a 24-hour period. The service in the guest rooms or the lobbies **does not** transfer to the meeting room level. Separate service would need to be ordered for each location.

Note that the exhibit hours are flexible, and there will be time during the day to leave the exhibit area to utilize the wireless service in a guest room or in the lobby. See Hotel's Order Form for more information.

Company ID Sign – *Deadline: Friday, May 14, 2010*

Any company wanting to receive a complimentary 7" x 44" ID sign must notify Management no later than Friday, May 13, 2010. Please use the notification form included in this packet or send an email to topicalexhibits@osa.org.

Exhibitor Registration

Exhibitors may pick up their badges on-site at the registration desk during the following hours:

Date	Hours
Sunday, June 6	7:00 p.m. – 6:00 p.m.
Monday, June 7	7:00 a.m. – 5:00 p.m.
Tuesday, June 8	7:30 p.m. – 5:00 p.m.
Wednesday, June 9	8:00 a.m. – 5:00 p.m.

Exhibitor Badges – Deadline: Tuesday, May 25, 2010

Exhibitors – Do not use online registration. Fax the completed registration form to +1 202.416.6100 ATTN: Registration Manager by Tuesday, May 25.

Each person attending the meeting must have a badge. Each exhibiting company will receive three complimentary badges:

1. Exhibitor Technical Badge – includes access to all technical sessions and receptions; one copy of technical digest on CD-ROM; one copy of conference program
2. Exhibitor Personnel Badge – access to the exhibit hall only
3. Exhibitor Personnel Badge – access to the exhibit hall only

If an additional registration is needed, that person must purchase a technical registration. The registration form is included with this packet.

Exhibitor Listing – Deadline: Friday, May 14, 2010

If you have not already done so, please email a 50-75 word description of your company (including complete contact information) plus company logo in JPG format (black/white or color) to Exhibit Management at topical Exhibits@osa.org. To have your description included in the Exhibitor Listings, it must be received as soon as possible but no later than 5/14. This listing will be distributed to each registrant at the meeting. If you have any questions concerns the technical program, please email Megan Birch-McMichael at mbirch@osa.org.

Security

The exhibit will be held in an open area at the hotel that cannot be locked each night. It is strongly recommended that you take any valuable equipment (i.e. laptops, small components, other materials) with you or secure them each night. It is also recommended that you bring a drape or cloth to cover your table each night. Each exhibitor is required to have adequate insurance levels, and basic precautions should be taken. Reference your contract for required insurance levels.

Transportation

For more information about transportation to the hotel, including airline and rental car discounts and links to public transportation, go to

<http://www.osa.org/meetings/topicalmeetings/OIC/housingandtravel/default.aspx>.

The closest airport is Tucson International Airport (TUS).

By Shuttle:

The Loews Ventana Canyon Resort and Spa is located approximately 21 miles from the Tucson Airport. Attendees may use [Arizona Stagecoach](#) to travel from the airport to the hotel. The shuttle will cost approximately US \$ 48 per person one-way, US \$ 88 round-trip. Two people: US \$ 55 one-way, US \$ 102 round-trip. Seven people (full van): US \$ 90 one-way, US \$ 172 round-trip. Shuttle stops at numerous hotels. No reservations required. The terminal is located in baggage claim.

By Taxi

A taxicab will cost you approximately US \$ 50 one-way.

Housing – Deadline: Tuesday, May 4, 2010

A block of sleeping rooms has been reserved for the convenience of meeting attendees and exhibitors at the Loews Ventana. The meeting's room rates are:

Single Room	US\$ 145
Double Room	US\$ 165

Book Online: <http://www.loewshotels.com/en/Hotels/Tucson-Resort/GroupOffers/OIC.aspx>

Submit via Fax:

<http://www.osa.org/meetings/topicalmeetings/OIC/housingandtravel/hotelreservations/09HotelForm.pdf>

Book via Phone: Reservations may be made by calling the hotel toll-free at +1-866-563-9792 or direct at +1-520-299-2020 and requesting The Optical Society (OSA) group rate.

Shipping & Material Handling

Material Handling

The hotel will be available to help all exhibitors with their shipments. Exhibitor freight will be delivered to the Grand Ballroom Foyer free of charge. The hotel accepts large boxes and pallets but storage space is limited. If needed, please notify topicalexhibits@osa.org in advance and we will work with you to have your shipment delivered.

All packages must be shipped off property within 24 hours of completion of meeting.

- There are no fees/charges for package handling of a reasonable nature.
- Each Exhibitor will be responsible for packing and labeling of all outgoing materials and filling out the Shipping Form.

Shipping Address

OSA OIC Meeting
c/o Loews Ventana Canyon Resort
7000 North Resort Drive
Tucson, AZ 85750
<Exhibitor Name> - 7/7-7/10

Air Freight/Cargo

STS Air Cargo is available to assist those companies who need to ship exhibit materials to San Diego. For more information, please contact:

Mike Carver
STS Air
PO Box 998
Millbrae, CA 94030
stsair@stsair.com
Phone: +1 800.692.6116
Fax: +1 650.692.6175

Customs

TWI Global will assist those companies which need to ship exhibit materials internationally. All materials shipped through TWI will be delivered to the hotel no later than Friday, June 4. For more information, please contact:

Alison Minichiello
TWI Group, Inc.
Tel: +1 718.995.0500
aminichiello@twiglobal.com
230-59 International Airport Center Blvd.
North Lobby, Suite #250
Jamaica, New York 11413

Promotional Opportunities

Take advantage of the opportunity to maximize your company's meeting presence through the unique sponsorships available at OIC. Increase your company's visibility among qualified attendees while utilizing a cost-effective way to gain a competitive advantage. Don't miss your chance to reach hundreds of attendees!

To take advantage of a sponsorship opportunity, please call +1 202.416.1474 or email Regan Pickett at rpickett@osa.org.

For more information on exhibiting, please contact:

OIC
OSA Meetings and Exhibits Department
2010 Massachusetts Ave., NW
Washington, DC 20036
Tel: +1 202.416.1950 / Fax: +1 202.416.1408
Email: topicalexhibits@osa.org

Optical Interference Coatings Topical Meeting and Tabletop Exhibit

June 6 – 11, 2010 * Tucson, Arizona, USA

SECTION A: BADGE INFORMATION – PLEASE PRINT CLEARLY

Do you want all OSA correspondence and subscriptions sent to the address listed below? Yes No

Last (Family) Name	First (Given) Name	Middle Initial
Professional Affiliation/Institution	Title	
Mailing Address		
City	State/Province	ZIP/Postal Code
Country	Email	
Telephone with Country Code	Fax with Country Code	
Emergency Contact (For use in case of emergency only)	Phone with Country Code	

SOCIETY MEMBERSHIP INFORMATION

Optical Society of America (OSA) ID# _____ SPIE/SVC Member ID# _____

SECTION B: CONFERENCE REGISTRATION

I. Full Technical Registration – Includes admission to all OIC technical sessions, exhibit, refreshments, the conference reception, and one copy of the OIC Technical Digest on CD-ROM. **Students must provide valid I.D. to receive the discounted registration.** Forms received without payment will not be processed. Forms received after the deadline of May 25, 2010 will be charged the higher fee.

	On or before May 25, 2010	After May 25, 2010
OSA Member	<input type="checkbox"/> \$630 US	<input type="checkbox"/> \$735 US
Non-member	<input type="checkbox"/> \$790 US	<input type="checkbox"/> \$895 US
OSA Student Member	<input type="checkbox"/> \$200 US	<input type="checkbox"/> \$290 US
Student Non-member	<input type="checkbox"/> \$260 US	<input type="checkbox"/> \$350 US

II. Exhibitor Technical Registration – One complimentary technical badge per Tabletop Space (subject to verification). Includes admission to all OIC technical sessions, exhibit, refreshments, the conference reception, and one copy of the OIC Technical Digest on CD-ROM.

Complimentary Technical Badge \$0 \$0

III. Exhibit Personnel Only – Only includes admission to the exhibit hall.

\$0 \$0

SECTION B PAYMENT \$ _____

SECTION C: SHORT COURSE REGISTRATION

Short Course registration includes Short Course notes but does not include admission to technical sessions. Be sure to review the short course schedule online prior to selecting the courses. **Fees are per course.**

<input type="checkbox"/> SC227	<input type="checkbox"/> SC297	<input type="checkbox"/> SC299	<input type="checkbox"/> SC349	OSA Member	<input type="checkbox"/> \$225 US	<input type="checkbox"/> \$275 US
<input type="checkbox"/> SC295	<input type="checkbox"/> SC298	<input type="checkbox"/> SC348		Non-member	<input type="checkbox"/> \$300 US	<input type="checkbox"/> \$350 US

SECTION C PAYMENT \$ _____

SECTION D: CONFERENCE PUBLICATIONS

Extra copies of the Technical Digest on CD-ROM are available at the meeting. (One copy of the Technical Digest on CD-ROM is included with Technical Registration).

Extra OIC Technical Digest on CD-ROM _____ X \$75 US

SECTION D PAYMENT \$ _____

SECTION E: CONFERENCE RECEPTION, LUNCH & TOUR

The conference reception is only included in the Full Technical Registration fee. Guest tickets may be purchased for \$75 per person.

Extra OIC Conference Reception: No. of Guests _____ x \$75 US Paid Registrant – No Charge

SECTION E PAYMENT \$ _____

Extra OIC Conference Lunch Ticket: No. of Tickets _____ x \$30 US Paid Registrant – No Charge

Kitt Peak National Observatory Tour: No. of Tickets _____ x \$60 US

Name of Guest(s) _____ **TOTAL PAYMENT \$ _____**

SECTION F: PAYMENT INFORMATION

One registrant per form. This form can be copied for additional registrants. **PAYMENT MUST ACCOMPANY FORM TO COMPLETE PROCESSING.**

Your name and full address must be typed or printed clearly on your check or bank draft.

Method of Payment: (Make check payable to the **Optical Society of America** in US dollars on a US bank)

Check No. _____ Money Order No. _____ Bank Name _____ Date of Transfer _____

I authorize the Optical Society of America to charge my: VISA Master Card AMEX Diner's Club

Card Number _____ Exp. Date _____ Card Holder's Name _____

I authorized the Optical Society of America to charge the total payment indicated on this form to my credit card. If the registration form is received by OSA after May 25, 2010,

I authorize OSA to charge the on-site registration rate as stated in Section B.

Signature _____

Refund Policy for pre-registration: A \$75 service charge will be assessed for processing refunds. A letter requesting the refund should state the registrant's name and to whom the refund should be made payable. Requests for refunds must be received in writing no later than May 20, 2010 to be honored. Details should be mailed to OSA Meetings and Exhibits, 2010 Massachusetts Ave., NW, Washington, DC, 20036-1023 or faxed to 1.202.416.6140.



For Special Assistance while attending this meeting, call 1.202.416.1907. Registration implies consent that any picture taken during OSA sponsored events can be used for meeting and promotional purposes without remuneration and your name and address will be placed on an attendee list which is distributed to OIC meeting attendees.

THREE WAYS TO REGISTER



Fax:
1.202.416.6140



Mail: OSA Finance Department
c/o OIC 2010 Registration
P.O Box 1976
Baltimore, MD 21298-8329



Express Mail: OSA Finance Dept.
c/o OIC 2010 Registration
2010 Massachusetts Ave., NW
Washington, DC 20036-1023

THE LEOWS VENTANA CANYON RESORT RESERVATION FORM

**Optical Interference Coatings (OIC) Topical Meeting
June 6-10, 2010 • Tucson, Arizona**

Name _____

Organization _____

Address _____

City _____

State/Province _____ Country _____

ZIP/Postal Code _____

Telephone: _____ Fax: _____

Daytime Phone _____

Arrival Day/Date _____ Departure Day/Date _____

Single Double (two persons) King Bed Two Double Beds

Single Double

Standard \$145 USD \$165 USD

NOTE: To guarantee your reservation, please enclose a check in the amount of one night's rate, or complete the credit card information. Deposit is fully refundable if cancellation is received by hotel 24 hours prior to arrival.

Credit Card Type _____

Card Number _____

Exp. Date _____

Signature _____

Hotel reservations must be received by the hotel no later than **May 4, 2010**. Group rates are in effect for the dates of June 4-June 11, 2010. Check-in time is after 4:00 p.m. and checkout time is before NOON.

Mail or fax reservation request and deposit to:

Loews Ventana Canyon Resort
7000 N. Resort Drive
Tucson, Arizona, USA 85750
Tel: +1 520 299 2020
Fax: +1 520 299 6832



LOEWS
VENTANA CANYON

Engineering Service Order

Group Name: _____ Event Date: _____

Contact Person: _____ Phone: _____

Manager Ordering: _____ Ext.: _____

Equipment	Price	Amount	Location	Install / Removal Date(s)
100 amp Single Phase – Install \$200.00 Usage: \$1.50 per amp, per day Additional Power Run to Upper Terrace Additional Power Run to Croquet / Bills Grill Additional Power Run to Kiva Patio	TBD			
208 V – 3 Phase Equipment				
3 - Posi lock panels for Grand Ballroom or Catalina Usage: \$1.50 per am, per day	\$300.00			
3 – 200A tie-in for Kiva Usage: \$1.50 per am, per day	\$300.00			
4 – 50' 5 wire Cam – Loc: Single Ph/pf <div style="text-align: right;">Three Ph/pf</div>	\$100.00 \$125.00			
120 V – Single Phase Equipment				
20A Triple Plug Extension Cord	\$20.00			
30A Quad Box Extension Cord	\$35.00			
15A Power Strip	\$15.00			
Other Equipment				
Genie or Scissor Lift (12 Hour Minimum Basis)	\$250.00			
Flood Lights	\$25.00			
Service Labor				
Straight Time (One Hour Minimum)	\$50.00 /hr			
Miscellaneous:				

Bill to: Master Account #: _____ 7028 Internal Request

Guest Room Name: _____ Date of Arrival: _____

Credit Card #: _____ / _____ Name on Card: _____

Conference / Catering / Destination Services Manager Signature
cc: Security, Engineering, Credit, Conference File

April 20, 2010

Date of Request

STAYONLINE MEETING SERVICES MEETING PACKAGES

Cyber Cafe

The Cyber Cafe provides meeting attendees with fast, convenient access to corporate and web-based email during meeting breaks. This service was specifically designed for meetings that don't require everyone in the meeting to have a simultaneous connection to the Internet. With Cyber Cafe, meeting attendees can keep on top of their email during meeting breaks, without losing focus on the actual meeting. Attendees are responsible for bringing their own laptops or desktops to use for internet access.

Presenter Pack I

Designed for those meetings which have just one presentation dependent on reliable, high-speed access, this package is the choice for ensuring the continuity and success of a presentation. This service is excellent for groups looking to give a web-based seminar, demo a new software package, display a new product, or access online information.

Presenter Pack II

Designed for those meetings which have up to 8 presentations in the same room, dependent on reliable, high-speed access, this package is the choice for ensuring the continuity and success of a presentation. This service is excellent for groups looking to give a web-based seminar, demo a new software package, display a new product, or access online information.

Computer Upgrade Pack

Ideal for performing virus scans and software upgrades, the Computer Upgrade Pack allows event attendees to have their laptops updated while attending a meeting. Guaranteed Bandwidth: 768k

eMeeting I

Looking to conduct an Internet dependent event that requires high-speed access for all attendees? eMeeting Pack I provides all the connectivity options needed to conduct an Internet based training or meeting. With 768K of bandwidth dedicated to the designated room, meeting planners and attendees are assured of a fast and trouble-free connection.

eMeeting II

Conducting a classroom style event with over 20 users? eMeeting Pack II contains all of the elements of the eMeeting Pack I, but provides up to 50 PC connections and a dedicated support technician (via a toll-free number) to ensure meeting attendees have immediate access to phone support should the need arise.

eMeeting III

The eMeeting III solution is geared for the most demanding client's technology needs. Additionally, the integrity of the meeting room connection is assured with a minimum of 768K of guaranteed bandwidth.

eMeeting Comparison Matrix

	Cyber Café	Presenters Pack I	Presenters Pack II	Laptop Upgrade Pack	eMeeting I	eMeeting II	eMeeting III
PC connections	Up to 30	1	Up to 8	Up to 50	Up to 20	Up to 50	Up to 100
24 hour toll-free help desk	X	X	X	X	X	X	X
Bandwidth Guarantee	No	No	No	768K	768K	768K	768K
Cost	\$750/day	\$250/day	\$500/day	\$1,400/day	\$1,500/day	\$2,000/day	\$3,000/day

HIGH SPEED INTERNET ORDER FORM

Organization Name:										
<i>An Exhibitor or Affiliate of:</i>										
Conference Manager:										
Contact Name:					Contact Phone:					
Address:										
City:					ST:			Zip:		
	eMeeting Packages			Max # connections PER DAY			Price PER DAY			
<input type="checkbox"/>	Presenter's Pack I			1			\$250			
<input type="checkbox"/>	Presenter's Pack II			Up to 8			\$500			
<input type="checkbox"/>	Cyber Café			Up to 30			\$750			
<input type="checkbox"/>	Laptop Upgrade Package			Up to 50			\$1,400			
<input type="checkbox"/>	eMeeting I			Up to 20			\$1,500			
<input type="checkbox"/>	eMeeting II			Up to 50			\$2,000			
<input type="checkbox"/>	eMeeting III			Up to 100			\$3,000			
<input type="checkbox"/>	For wireless, please check here									

*There is no extra charge for wireless, cable drops greater than 10 is an additional \$100 per group of ten.

*All installed setups will be charged regardless of use.

<i>Function Room/Booth Number</i>	# Lines	Install Day	Install Date	Install Time	Disconnect Date	Disconnect Time

Notes:

METHOD OF PAYMENT	<input type="checkbox"/>	Bill this to my Master Account									
	<input type="checkbox"/>	Bill this to the following Credit Card Number									
	<input type="checkbox"/>	Visa	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>	American Express					
	Card #:							Exp:			
	Name on Card (Please Print):										
	Cardholder Signature:										

I am placing the above order for High Speed Internet at Loews Ventana Canyon Resort. I understand that the above charges are incurred on a daily basis and if my daily usage exceeds the maximum number of allowed connections, I will be charged the next applicable rate.

Contact's Signature

Date



LOEWS

VENTANA CANYON
RESORT

SHIPPING FORM

Phone: 520-299-2020 ext 5307 - Fax: 520-299-6832

Email: rwilson@loewshotels.com

Recipient Information

Name:	Company Name:
Address:	Phone Number:
City/State/Zip:	Country: Residential Address? Yes <input type="checkbox"/> No <input type="checkbox"/>

Sender Information

Name:	Room #:
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Service Type

<u>Federal Express</u> <input type="checkbox"/> Priority Overnight (10:30 am) <input type="checkbox"/> Standard Overnight (3:00 pm) <input type="checkbox"/> Economy 2 Day <input type="checkbox"/> Express Saver 3 Day <input type="checkbox"/> Ground Track <input type="checkbox"/> International	<u>United Parcel Service</u> <input type="checkbox"/> Next Day <input type="checkbox"/> Economy 2 Day <input type="checkbox"/> Express Saver 3 Day <input type="checkbox"/> Ground Track	<u>Other</u> Carrier: _____ <input type="checkbox"/> Next Day <input type="checkbox"/> Economy 2 Day <input type="checkbox"/> Express Saver 3 Day Other: _____
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Saturday (Pick up or Delivery - \$10.00 additional charge on any of the above shipping options)

Insurance Options

Additional Insurance Value per package: \$ _____ OR I Waive Additional Insurance: Signature _____
 (most carriers include a standard insurance of \$100.00 at no charge)

To minimize the possibility of lost or misplaced packages, this completed Shipping Form must accompany all shipments signed by the Sender.

All Packages must be securely sealed and properly labeled prior to delivery to the Package Center for shipping. Packaging services are available from the Business Center, ext 5110, or the Package Center, ext 5307.

Senders utilizing their own carrier account number and pre-printed shipping forms must complete this form.

Please note: Carriers cannot deliver to a P.O. Box. Packages received with a P.O. Box will be held for a street address.

I have read and agree to the terms of the shipping instructions noted above. I authorize all fees to be billed to:

Room # _____ Master Account #: _____ Cash: _____ Carrier Acct #: _____

Credit Card: American Express Visa Mastercard Discover Other: _____

Card Number: _____ - _____ - _____ - _____ Exp. Date: _____

SIGNATURE: _____ Date: _____

NOTE: Please allow an additional 1 -2 days for an unpackaged or fragile shipments

OFFICE USE ONLY: Loews Processed by: _____ Date Rec'd: _____

Date Shipped: _____ Tracking #: _____

Shipping Fee:	\$ _____
Packaging Fee:	\$ _____
Handling Fee:	\$ _____
Total Fees:	\$ _____



7000 NORTH RESORT DRIVE • TUCSON, AZ 85750
PHONE: (520) 299-2020 • FAX: (520) 299-6832

EXHIBITOR MEMO
<Group Name>
<Date>

Exhibitor Information

Company Name _____

Exhibit Location: _____ Exhibit Dates: _____

On Site Representative _____

Phone _____ Fax _____

Email _____

Additional Requirements:

- | | |
|-----------------------------------|---|
| ___ Power Strip @ \$15.00 each | ___ High Speed Internet @ \$250.00/connection/day |
| ___ Extension Cord @ \$10.00 each | ___ Wireless for above connection |
| ___ Easel @ \$10.00 each | ___ DID Line @ \$75.00/day |
| ___ Other (Electrical, AV): _____ | |
-
-

Payment Information

Cardholder Name _____

Credit Card # _____ Exp _____

Additional Notes _____

Cardholder Signature _____ Date _____

For questions regarding the above, please contact:
<Conference Manager>
<Phone>
<Email>



Optical Interference Coatings (OIC) Exhibitor Response Form

Fax response to +1 202.416.6100 ATTN: Exhibit Operations or email topicalexhibits@osa.org.

DEADLINE: No later than Friday, May 14, 2010

Company: _____

Contact: _____

Phone: _____ Email: _____

We will need an ID sign:

- Yes
- No

Company Name for sign (if different from above): _____

We have ordered Internet through the hotel:

- Yes
- No

We will be using electricity.

- Yes
- No