

Safety/Hazardous Material Handling:

Exhibitors are urged to take necessary measures to safeguard visitors in the exhibit area from hazards associated with their equipment and to follow safety procedures as stated in your exhibit contract (a copy is included on the Rules & Regulations link online). If you will have an operating laser in your booth, please read the enclosed pamphlet "Guidelines for a Safe Exhibit"

ALL COMPANIES WITH HAZARDOUS MATERIALS, SUCH AS LASER DYES OR SOLVENTS, MUST CONTACT SHOW MANAGEMENT TO MAKE ARRANGEMENTS FOR APPROPRIATE DISPOSAL.

If compressed gas mixtures of fluorine, hydrogen chloride or other toxic or corrosive gases are brought to the show, only the quantity necessary for reasonable operation during the show shall be permitted. Only the smallest gas bottles should be used, and premixed gases are required unless previous arrangements with Show Management have been made. Toxic or corrosive gases will only be permitted in the form of a mix, at a concentration no higher than 5%. Bottles shall be secured to the support structure. Only new valve fittings and gas regulators shall be used. Spent gas must be released only through an activated filter or approved scrubbing system.

Security & Liability:

Exhibiting companies are expected to assume responsibility for the safety of exhibit guests and meeting registrants in the area adjacent to their exhibits, and from any hazards associated with the companies' equipment.

Guard service will be provided for the exhibition for protection against theft, fire and other catastrophes. Neither Show Management, the sponsoring societies, general services contractor, nor San Diego Convention Center will assume responsibility for the safety and property of the exhibitor, his agents, officials, or employees from theft, damage by fire, accident, or other causes, but will use reasonable care to protect them against such loss. It is suggested that each exhibitor insure his property against theft, damage, and injury to any person in the exhibitor's area. In-booth guard service will be made available to exhibitors interested in having a security presence within the confines of their booth. These guards can be hired for over-night or 24-hour service. Refer to the security order form in the Exclusive & Preferred Vendor Forms section.

Optica's Liability Requirements:

Every exhibiting company must carry General Liability Insurance. Verify with your insurer that it is the equivalent of Optica's requirements of "Commercial General Liability Limits of at least USD 1,000,000 per occurrence, USD 2,000,000 aggregate" with the insurance being in force over the dates of the event. Please list the following entities as additional insured: Optica, IEEE Photonics Society, IEEE Communications Society, and the San Diego Convention Center. The address for listing OFC is:
c/o Optica, 2010 Massachusetts Ave. NW, Washington DC 20036

If you hire an EAC (Exhibitor Appointed Contractor) to set up your display, then a Certificate of Insurance from *the* EAC company is required, with Commercial General Liability Limits of at least USD 1,000,000 per occurrence, USD 2,000,000 aggregate and listing OFC, Hargrove and the San Diego Convention Center as Additional Insured, with the insurance being in force over the dates of the event. Hargrove will need a copy of the Certificate of Insurance from the EAC in this case. See complete EAC instructions in the General Contractor Information section under Labor.

The exhibit hall is restricted to qualified exhibitors and service suppliers during Move-In and Move-Out, and attendees during Show Days, and all will be monitored by security personnel. Badges are required at all times, including move-in and move-out. Any people on the exhibit floor who are not officially registered as specified in the rules and guidelines of the event, or anyone assisting people to gain access in violation of these rules, may be promptly evicted from the exhibit floor.

Exhibitors (EXT, EXP, and EXU) are allowed entrance to the show floor at 08:00 each morning. Exhibitors needing access to the floor before or after these hours must receive written approval from Show Management. A badged company representative must staff their own booth at all times during show hours.

Property removal passes will be provided by security personnel staffing exhibit hall entrances. To remove equipment from the hall during show days, a pass is required. Only exhibiting companies can utilize these passes.

Security Guidelines & Hints:

- Report any thefts, damages, or hazardous issues immediately to security.
- All items leaving the exhibit floor have to be accompanied by an approved property pass. Only badged company personnel are allowed to take items from their booth.
- Exhibitors requiring access to the exhibit floor before or after the published hours must gain approval from Security/Show Management in advance. Failure to meet this requirement may result in exhibitors or their Exhibitor Appointed Contractor (EAC) being denied access or escorted off premises.
- Report all items left unattended, in corners, or other non-obvious areas.
- While Show Management will exercise reasonable care in safe guarding your property, neither Show Management, the sponsoring societies, the facility, the security contractor, nor any of their officers, agents, or employees assume any responsibility or liability for loss, damage, or theft.
- All EACs must be properly credentialed prior to gaining access to the exhibit floor.
- EACs must have submitted in advance a Certificate of Insurance to retrieve their credentials.
- Security personnel will issue credentials during move-in and move-out.
- Exhibitors are required to arrange for exhibitor badges should their EAC personnel require access during show days.
- All rules and regulations apply to EACs.
- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all items in his booth. Show Management, facility personnel, the general contractor, and the security contractor will try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Do not list the contents of crates on your shipping labels. A label that reads 42" *Color Monitor* is an open invitation for thieves.
- Never display a "one of a kind" item or irreplaceable samples unless someone is present at all times to keep an eye on them.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty."