



Guidelines and Important Dates for the November 2018

VEITHsymposium/AIMsymposium/AVIDsymposium Advertising Opportunities

- 1. Due dates are firm** and are by 5:00 p.m. Eastern Standard or Daylight Savings Time. Failure to adhere to the stated due date will result in missed opportunity.
- 2. Payment for advertising opportunities is due at the time the order is placed.** Payment not received by September 28, 2018 will result in a forfeited opportunity.
- 3. The deadline to receive ALL other advertising content** for approval (whether for the conference, Freeman, Frontline, etc.) **is October 5, 2018.** Content must be approved by jsimpson@veithsymposium.org by this date. Failure to submit content for approval by this date will result in a forfeited opportunity.
- 4. All graphic orders must be placed with Freeman no later than October 10, 2018.** Failure to submit by this date will result in surcharges.

Hilton Revolving Door (Rear Lobby Garage Entrance – 53rd / 54th Streets)

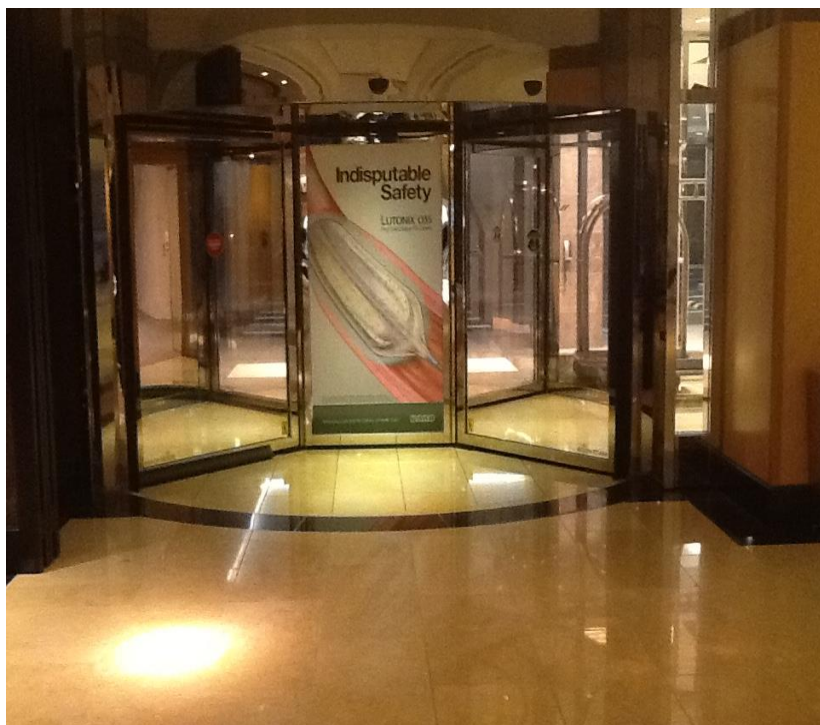
Quantity: 3 Panels (1 per company)

Dimensions: 41 ¼" W x 76" H

Cost: \$10,000 each Panel; includes Freeman printing and installation labor; does not include graphic design.

See [Freeman exhibitor](#) kit for placing order. Must place order to Freeman no later than 10/10/18. **Orders received after 10/10 are subject to a surcharge.**

Content must be approved by October 5, 2018. Please submit to jsimpson@veithsymposium.org.



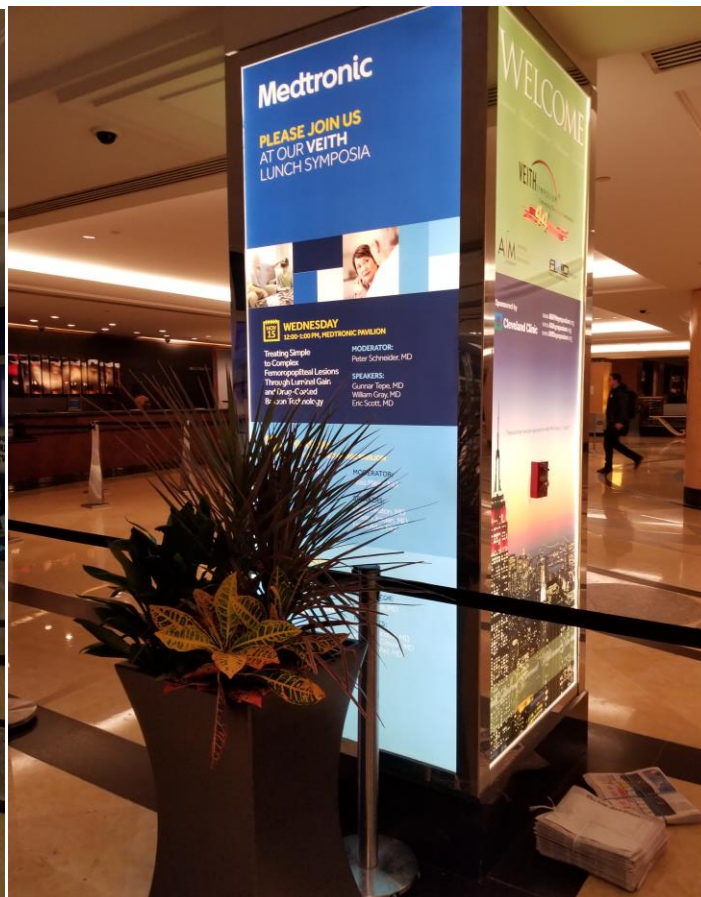
Hilton Lobby Light Box (Hotel Lobby Entrance – 6th Avenue)

- Quantity: 2 Light Boxes (4 Panels each – Back Lit) – Maximum 1 Light Box (4 Panels) per company
- Dimensions: 32 ½” W x 92” H (each Panel)
- Cost: \$10,000 each Panel; includes Freeman printing and installation labor; does not include graphic design.

Note: The Light Box on the right has a fire alarm pull station (as pictured) and a high strobe on the opposite Panel (facing Minus 5). These two Panels are \$9,000 each; includes Freeman printing and installation labor; does not include graphic design.

See [Freeman exhibitor](#) kit for placing order. Must place order to Freeman no later than 10/10/18. **Orders received after 10/10 are subject to a surcharge.**

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Charging Station – Backlit with Company Graphics (2nd and 3rd Floors)

Quantity: 2 (1 on each Floor)
4 Panels each Station

Dimensions: 22” W x 41” H (each Panel)

Cost: \$7,500 each Station; includes Freeman printing and installation labor; does not include graphic design.

See [Freeman exhibitor](#) kit for placing order. Must place order to Freeman no later than 10/10/18. **Orders received after 10/10 are subject to a surcharge.**

Content must be approved by jsimpson@veithsymposium.org by 10/5/18.



Column Wraps (Rhineland Gallery/Registration Area – 2nd Floor)

Quantity: 9 Columns (4 single sided Panels per Column)

Dimensions: Each panel is 54 3/8" W x 87" H

Cost: \$2,000 per Column; includes Freeman printing and installation labor; does not include graphic design.

See Floor Plans at end of document for Column Wrap selection.

See [Freeman exhibitor](#) kit for placing order. Must place order to Freeman no later than 10/10/18. Orders received after 10/10 are subject to a surcharge.

Content must be approved by jsimpson@veithsymposium.org by 10/5/18.



Stand Alone Graphics/Meter Board

Quantity: 3 per Company

Dimensions: 38" W x 87" H – double or single sided.

Cost: \$500 single sided; includes Freeman printing and installation labor; does not include graphic design.

\$675 double sided; includes Freeman printing and installation labor; does not include graphic design.

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Content must be approved by jsimpson@veithsymposium.org by 10/5/18.



Hotel Door Drops

Quantity: 10 each Hotel (Hilton and Sheraton)

Opportunity Fee: \$500 per Hotel plus hotel charges.

Content must be approved by jsimpson@veithsymposium.org by 10/5/18.

Hotel Door Drop Instructions

Upon approval, hotel will be notified and you will submit order form directly to hotels. Contact hotels for quantities, ordering form, and shipping instructions.

HILTON:

Room Drop under the door: \$1.50 per item/piece

Room Drop inside the room: \$2.50 per item/piece

Room Drop hang on the door: \$1.50 per item/piece

Cross referencing of convention attendees with customer list: \$0.50 per name

Hotel Contact: Victor Wilson – Victor.Wilson@hilton.com

SHERATON:

Room Drop under the door: \$1.87 per item

Room Drop in the room: \$2.18 per item

Room Drop in the room (gift box/bag): \$3:07 per item

Hotel Contact: Lisa Chambers – Lisa.Chambers@sheraton.com

Onsite Daily Newspaper Advertising

Quantity: Set by Medifore Ltd.

Cost: Set by Medifore Ltd.

Content must be approved by jsimpson@veithsymposium.org prior to due dates set by Medifore Ltd., publisher of the VEITHSymposium Daily Newspaper.

For additional information please contact:

Lorraine Tighe - lorraine.tighe@medifore.co.uk

