Guidelines and Important Dates for the November 2019 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 27, 2019 will result in a forfeited opportunity.

3. The deadline for advertising in the **Electronic Course Syllabus is September 6, 2019**. No extension will be granted.

4. The deadline to receive **ALL other advertising content** for approval (whether for the conference, Freeman, Frontline, etc.) is **October 4, 2019**. 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.

5. All graphic orders must be placed with Freeman no later than October 15, 2019. Failure to submit by this date will result in surcharges.
HILTON REVOLVING DOOR (Rear Lobby Garage Entrance – 53rd / 54th Streets)

Quantity: 2 Panels/Clings (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.

Orders received by Freeman after 10/15 are subject to a surcharge.

Content must be approved by October 4, 2019. Please submit to jsimpson@veithsymposium.org.
HILTON LOBBY LIGHT BOX (Hotel Lobby Entrance – 6th Avenue)

Quantity: 2 Panels (inside and outside) on each box

Dimensions: 32 ½” W x 92” H (each Panel/Cling)

Cost: $10,000 per Panel/Cling; 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).

Orders received by Freeman after 10/15 are subject to a surcharge.

Content must be approved by October 4, 2019. Please submit to jsimpson@veithsymposium.org.
HILTON MOVABLE LIGHT BOX/TOWER (For placement by the Hilton Grand Vacation Desk – Hotel Lobby – 6th Avenue)

Quantity: 1 Light Box/Tower (4 Panels/Clings each – Back Lit). Available to ONE company only. Sold as 4-Panel Light Box/Tower although only 3 may be visible, depending on your placement.

Dimensions: Available upon Request from Jackie Simpson – jsimpson@veithsymposium.org.

Cost: $7,500; includes Freeman printing and installation labor; does not include graphic design or Hilton electricity.

Orders received by Freeman after 10/15 are subject to a surcharge.

Content must be approved by October 4, 2019. Please submit to jsimpson@veithsymposium.org.
ELEVATOR DOORS – 2nd Floor

Quantity: 2 Doors Available - #9 and #10

Dimensions: 21 ½” W x 80 H (each Cling)

Cost: $1,200 per Door; includes Freeman printing and installation labor; does not include graphic design.

See Floor Plans at end of document for door selection. Doors 2, 5, 8 and 11 are reserved for VEITHsymposium.

Orders received by Freeman after 10/15, are subject to a surcharge.

Content must be approved by jsimpson@veithsymposium.org by 10/4/19.
CHARGING STATION – Backlit with Company Graphics (2nd and 3rd Floors)

Quantity: 1 Available – 2nd floor
4 Panels each Station

Dimensions: 22 1/4” W x 41 1/4” H (each Panel)

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

Orders received by Freeman after 10/15 are subject to a surcharge.

Content must be approved by jsimpson@veithsymposium.org by 10/4/19.
COLUMN WRAPS (Rhinelander Gallery/Registration Area – 2nd Floor)

OPTION A (See next page for Option B.)

Quantity: 7 Columns (4 single sided Panels per Column)

Dimensions: Each Panel is 54 3/8” W x 87” H

Cost: $2,250 per Column; includes Freeman printing and installation labor; does not include graphic design.

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

Orders received by Freeman after 10/15 are subject to a surcharge.

Content must be approved by jsimpson@veithsymposium.org by 10/4/19.

Columns 1 and 5 are not available.
COLUMN WRAPS (Rhinelander Gallery/Registration Area – 2nd Floor)

OPTION B – FOAM COLUMN WRAPS (See previous page for Option A.)

Quantity: 7 Columns (4 single sided Panels per Column)

Dimensions: Each Panel is 33 ½ W x 77 ½ H

Cost: $1,850 per Column; includes Freeman printing and installation labor; does not include graphic design.

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

Orders received by Freeman after 10/15 are subject to a surcharge.

Content must be approved by jsimpson@veithsymposium.org by 10/4/19.

Columns 1 and 5 are not available.
STAND ALONE GRAPHICS/METER BOARDS

Quantity: 3 per Company

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

Cost: $550 single sided; includes Freeman printing and installation labor; does not include graphic design.

$725 double sided; includes Freeman printing and installation labor; does not include graphic design.

Orders received by Freeman after 10/15 are subject to a surcharge.

Content must be approved by jsimpson@veithsymposium.org by 10/4/19.
**E-Blasts**
Available only to companies exhibiting at VEITHsymposium, AIMsymposium and/or AVIDsymposium.

Quantity: 2 Available  
Cost: $1,000

E-blasts will be sent October 21 through November 22, 2019.

**Content must be approved by jsimpson@veithsymposium.org by October 11, 2019.**

**Note:** Only 1 eblast will be sent per day. Please provide 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice of dates. Dates will be confirmed once payment is received and based on availability.

Unavailable dates are: November 5<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 21<sup>st</sup>. 
HOTEL DOOR DROPS

Quantity: 8 each Hotel (Hilton and Sheraton)

Opportunity Fee: $500 per Hotel plus hotel charges.

Content must be approved by jsimpson@veithsymposium.org by 10/4/19.

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: Call for information.
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

NOTE: Payment for advertising in the VEITHsymposium onsite newspaper is due no later than November 1, 2019.