

HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

BOOTH EQUIPMENT

Each 8' x 10' or 10' x 10' booth will be set with 8' high red and white back drape and 3' high red side drape. Booths 300 sqft or less will receive a booth identification sign. Booths larger than 300 sqft may receive a booth identification sign upon request. 8' is the height restriction on the back of booth and no walls on the side can be higher than 3'.

EXHIBIT HALL CARPET

The exhibit area is carpeted, except for the 2nd and 3rd floor Promenade booths.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by October 16, 2023.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

SHOW SCHEDULE

Booths must be staffed during exhibit hours at all times.

EXHIBITOR MOVE-IN

Please refer to the target floor plan for Sunday move-in information. All booths other than those in the South Corridor must be completely set by 5:00 a.m. on Tuesday, November 14, 2023. Exhibits must be set and ready for opening at 9:00 a.m.

Monday (AIM)	November 13, 2023	7:00 a.m. - 9:00 a.m.	2ND FLOOR SOUTH CORRIDOR
Tuesday (AIM 1-Day)	November 14, 2023	7:00 a.m. - 9:00 a.m.	2ND FLOOR SOUTH CORRIDOR
Wednesday (AIM 1-Day)	November 15, 2023	7:00 a.m. - 9:00 a.m.	2ND FLOOR SOUTH CORRIDOR
Thursday (VEITH 1-Day)	November 16, 2023	7:00 a.m. - 9:00 a.m.	2ND FLOOR SOUTH CORRIDOR
Saturday (AVID 1-Day)	November 18, 2023	7:00 a.m. - 9:00 a.m.	2ND FLOOR SOUTH CORRIDOR

2nd and 3rd Floor Exhibitor and Pavilion Move-In Schedule, see floor plans in show information section.

If your booth set up time allow, we recommend having your display shipped directly to the New York Hilton Midtown on Monday, November 13, 2023. This will ensure that no OT surcharges are applied to your material handling rate. Please call the Freeman Exhibitor Services line for any questions or if you need further assistance.

EXHIBIT HOURS SOUTH CORRIDOR 100 series booth numbers

Monday	November 13, 2023	9:00 a.m. - 4:00 p.m.	AIMsymposium
Tuesday	November 14, 2023	9:00 a.m. - 4:00 p.m.	AIMsymposium
Wednesday	November 15, 2023	9:00 a.m. - 4:00 p.m.	AIMsymposium
Thursday	November 16, 2023	9:00 a.m. - 4:00 p.m.	VEITHsymposium THURSDAY ONLY EXHIBITS
Saturday	November 18, 2023	9:00 a.m. - 4:00 p.m.	AVIDsymposium

EXHIBITOR MOVE-OUT

Monday	November 13, 2023	4:00 p.m. - 8:00 p.m.	AIMsymposium MONDAY ONLY EXHIBITS
Tuesday	November 14, 2023	4:00 p.m. - 8:00 p.m.	AIMsymposium TUESDAY ONLY EXHIBITS
Wednesday	November 15, 2023	4:00 p.m. - 8:00 p.m.	AIMsymposium
Thursday	November 16, 2023	4:00 p.m. - 8:00 p.m.	VEITHsymposium THURSDAY ONLY EXHIBITS
Saturday	November 18, 2023	4:00 p.m. - 8:00 p.m.	AVIDsymposium

2nd and 3rd Floor Exhibitor and Pavilion Move-In Schedule, see floor plans in show information section.

Freeman will begin returning empty containers at the close of the show.

EXHIBIT HOURS *2ND FLOOR PROMENADE AND 2ND FLOOR PAVILIONS* 200 series booth numbers*

Tuesday	November 14, 2023	9:00 a.m. - 4:00 p.m.	VEITHsymposium
Wednesday	November 15, 2023	9:00 a.m. - 4:00 p.m.	VEITHsymposium
Thursday	November 16, 2023	9:00 a.m. - 4:00 p.m.	VEITHsymposium
Friday	November 17, 2023	9:00 a.m. - 4:00 p.m.	VEITHsymposium

*Pavilions will open and close at their own discretion, except for closing time on Friday.

EXHIBITOR MOVE-OUT

Friday	November 17, 2023	4:00 p.m. - 8:00 p.m.	VEITHsymposium
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EXHIBIT HOURS *3RD FLOOR PAVILIONS AND PROMENADE* 300, 400, 500 & 600 series booth numbers*

Tuesday	November 14, 2023	9:00 a.m. - 4:00 p.m.
Wednesday	November 15, 2023	9:00 a.m. - 4:00 p.m.
Thursday	November 16, 2023	9:00 a.m. - 4:00 p.m.
Friday	November 17, 2023	9:00 a.m. - 4:00 p.m.

Saturday, November 18, 2023: VEITHsymposium optional exhibiting on Saturday will close at 2:00 p.m. for companies keeping their existing booths and/or pavilions. Companies breaking down on Friday but are keeping a tabletop display on Saturday must be broken down by 2:00 p.m. Saturday.

Please note, move-out will not begin before 4:00 p.m.

*3rd floor Pavilions will remain open on Saturday, November 18, 2023 until 2:00 p.m.

EXHIBITOR MOVE-OUT *3RD FLOOR FOYER AND PROMENADE*

Friday	November 17, 2023	6:00 p.m. - 8:00 p.m.
Saturday	November 18, 2023	4:00 p.m. - 8:00 p.m.

EXHIBIT HOURS *3RD FLOOR PAVILIONS*

Tuesday	November 14, 2023	9:00 a.m. - 5:00 p.m.*
Wednesday	November 15, 2023	9:00 a.m. - 5:00 p.m.*
Thursday	November 16, 2023	9:00 a.m. - 5:00 p.m.*
Friday	November 17, 2023	9:00 a.m. - 5:00 p.m.*
Saturday	November 18, 2023	9:00 a.m. - 5:00 p.m.*

*Earlier opening and later closing of pavilions are allowed and are at the discretion of the pavilion owners (except on Saturday).

EXHIBITOR MOVE-OUT *3RD FLOOR PAVILIONS*

Saturday	November 18, 2023	4:00 p.m. - 8:00 p.m.
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DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Saturday, November 18, 2023 at 8:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Saturday, November 18, 2023 at 6:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

POST SHOW PAPERWORK AND LABELS

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature

left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

[Contact Us](#)

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183

International Shipping Services or fax (469) 621-5810 or

Exhibit.Transportation@freeman.com

FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by October 16, 2023 Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [FreemanOnline](#).

If you need assistance with FreemanOnline, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #

VEITHsymposium | AIMsymposium | AVIDsymposium 2023

C/O Freeman

140 Central Ave, Ste 130

Kearny, NJ 07032

Freeman will accept crated, boxed or skidded material beginning October 13, 2023 at the above address. Material arriving after November 6, 2023 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 92"L. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth #

VEITHsymposium | AIMsymposium | AVIDsymposium 2023

New York Hilton Midtown

C/O Freeman

1335 Avenue of the Americas

New York, NY 10019

Freeman will receive shipments at the exhibit facility beginning November 13, 2023. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please

contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Exhibitor Support at (888) 508-5054 US & Canada.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by October 16, 2023.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation

VEITHsymposium/AIMsymposium

NOVEMBER 13 -18, 2023

NEW YORK HILTON MIDTOWN - 2ND FLOOR - NEW YORK, NY

REVISION
Date: 6/16/2023
By: LAURINDA MONTEIRO

BOOTH COUNT

■ - Begin Move-in at 10:00AM Sunday 11/12
■ - Begin Move-in at 1:00PM Sunday 11/12.
Must be set by 4:30PM Monday 11/13.
MOVE OUT - Empty return will begin at 4:00PM Friday, 11/17. All exhibits must be clear of the facility by 11:59PM 11/17.

BLDG. LEGEND:

FIRE & SAFETY
FHC - FIRE HOSE/FIRE HOSE CABINET
FV - FIRE VALVE/FIRE VALVE CABINET
FE - FIRE EXTINGUISHER
FS - FIRE STROBE
FA - FIRE ALARM
FSP - FIRE SPRINKLER
FP - FIRE PULL BOX
FDC - FIRE DEPT CONNECTION
EXIT - EMERGENCY EXIT
AED - DEFIBRILLATOR

COLUMNS DETAILS

BUILDING SYMBOLS

INTERIOR BUILDING SYMBOLS
L - READER BOARDS

GENERAL NOTES

ALL DRAPE LINES ARE SUBJECT TO CHANGE PER ON-SIGHT FIRE MARSHAL APPROVAL.

INTL SYMBOLS

LINETYPE LEGEND
ROLL-UP DOORS
AIRWALLS
LOW CEILINGS
KEEP CLEAR
PIPE & DRAPE

DRAWING INFO

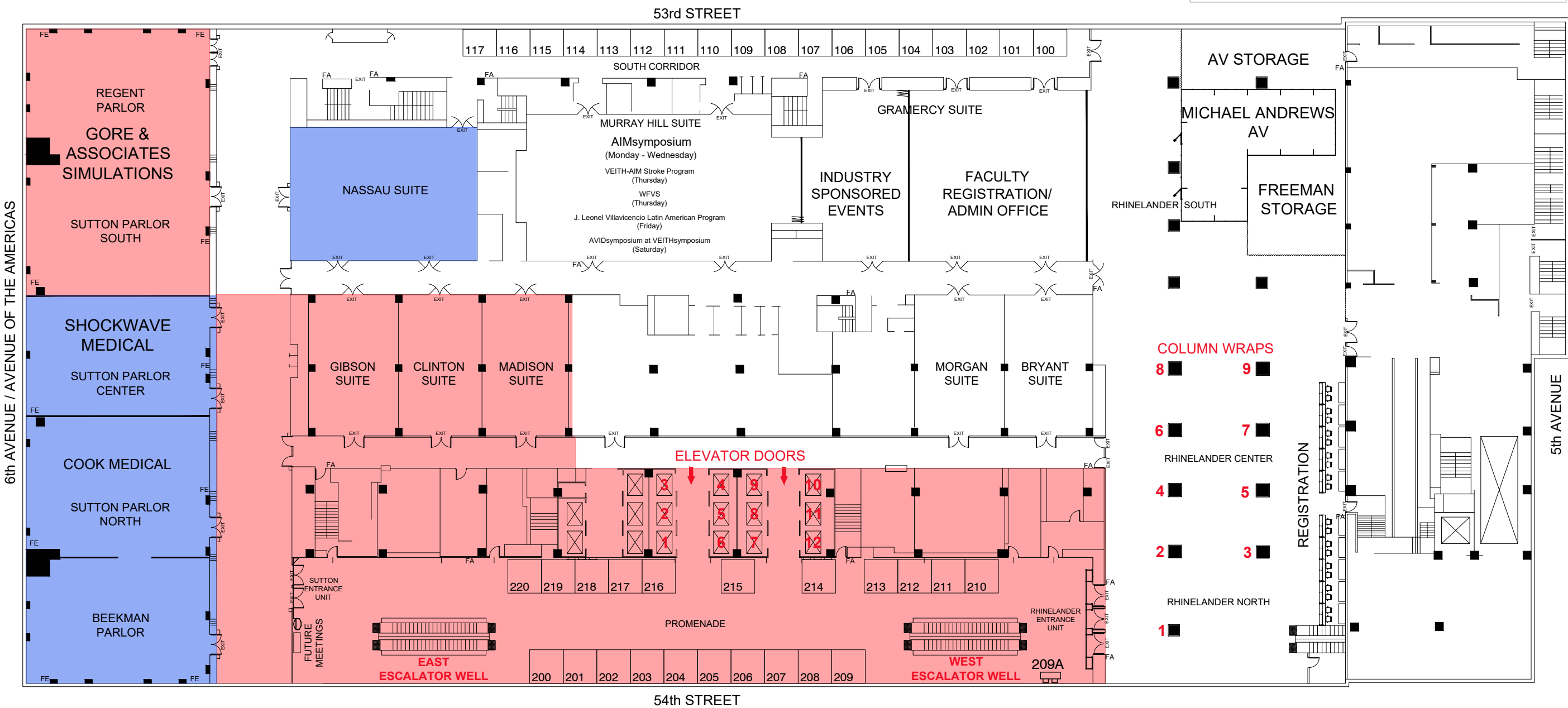
Passport Line Item Number:
10641747
Facility:
NEW YORK HILTON MIDTOWN
Facility Location:
2ND FLOOR
City & State:
NEW YORK, NY
Scale: CUSTOM
Project #: 522443
Acct. Sales: STEPHEN DOREY
Acct. Mgmt.: ISAAC MORRIS
Started: 6/14/2023
Started By: LAURINDA MONTEIRO
Prod. Branch: NEW YORK

FREEMAN®

Disclaimer - Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimension and locations.
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6th AVENUE / AVENUE OF THE AMERICAS

5th AVENUE

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VEITHsymposium/AIMsymposium

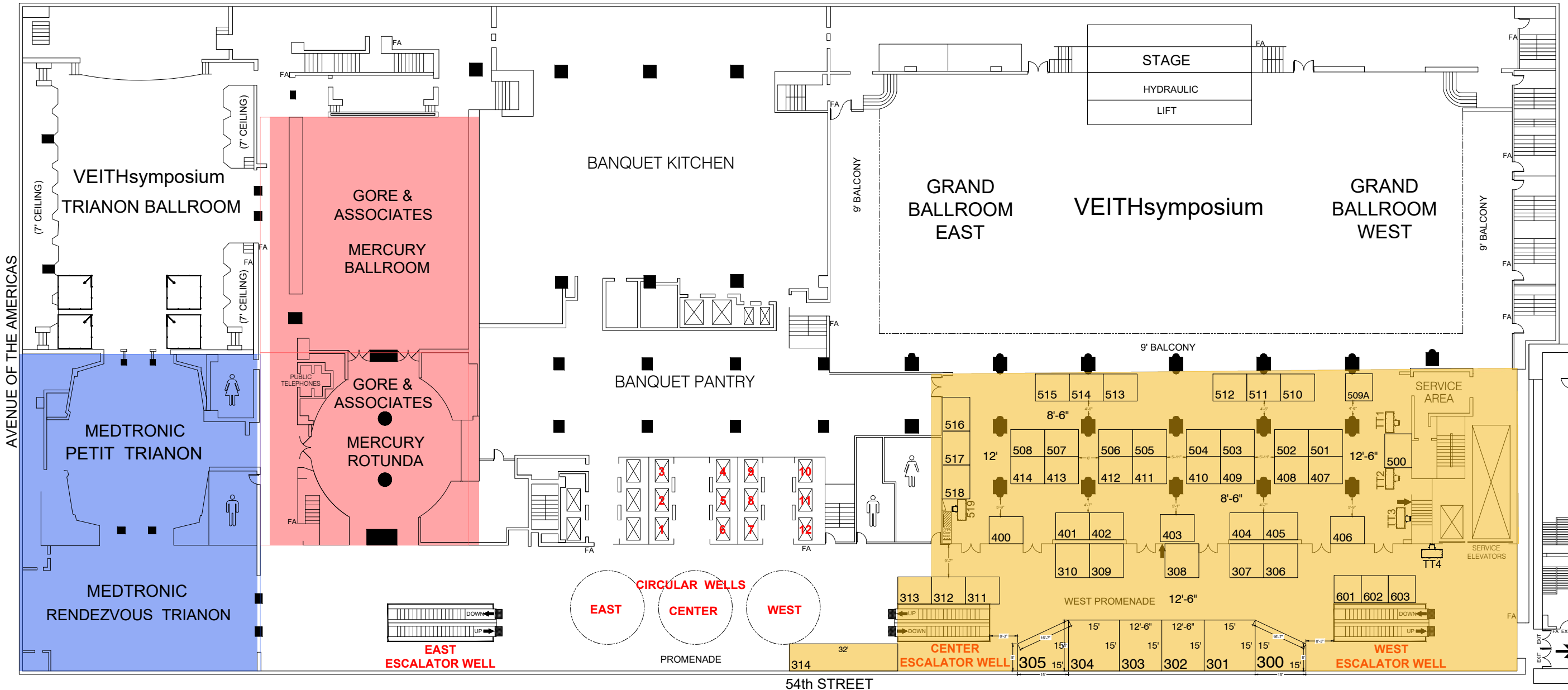
NOVEMBER 13-18, 2023

NEW YORK HILTON MIDTOWN - 3RD FLOOR - NEW YORK, NY

BLDG. LEGEND:

- Begin Move-In Sunday 11/12 @ 1:00PM
Must Be Set By Monday 11/13 @ 4:30PM
- Begin Move-in at 6AM Sunday 11/12
- Begin Move-in at 8AM Sunday 11/12.

MOVE OUT - Empty return will begin at 4PM, on Saturday, 11/18



REVISION
Date: 6/14/2023
By: LAURINDA MONTEIRO

BOOTH COUNT

BLDG. LEGEND:

-Begin Move-In Sunday 11/12 @ 1:00PM
Must Be Set By Monday 11/13 @ 4:30PM

- Begin Move-in at 6AM Sunday 11/12

- Begin Move-in at 8AM Sunday 11/12.

MOVE OUT - Empty return will begin at 4P, on Saturday, 11/18

FIRE & SAFETY

- FHC - FIRE HOSE/FIRE HOSE CABINET
- FV - FIRE VALVE/FIRE VALVE CABINET
- FE - FIRE EXTINGUISHER
- FS - FIRE STROBE
- FA - FIRE ALARM
- FSP - FIRE SPRINKLER
- FP - FIRE PULL BOX
- FDC - FIRE DEPT CONNECTION
- EXIT - EMERGENCY EXIT
- AED - DEFIBRILLATOR

COLUMNS DETAILS

ALL COLUMNS VARY FROM MINIMUM DIMENSION OF 42" SQUARE TO MAXIMUM OF 49" x 47".

GENERAL NOTES

- ALL DRAPE LINES ARE SUBJECT TO CHANGE PER ON-SIGHT FIRE MARSHAL APPROVAL.

INTL SYMBOLS

LINETYPE LEGEND

- ROLL-UP DOORS
- AIRWALLS
- LOW CEILINGS
- PIPE & DRAPE

DRAWING INFO

Passport Line Item Number:
10641748

Facility:
NEW YORK HILTON MIDTOWN

Facility Location:
3RD FLOOR
NEW YORK, NY

Scale: CUSTOM
Project #: 522443

Acct. Sales: STEPHEN DOREY
Acct. Mgmt.: ISAAC MORRIS
Started: 6/13/2023
Started By: LAURINDA MONTEIRO
Prod. Branch: NEW YORK

FREEMAN

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