AIA/SCS TOTE BAG INSERTION FORM

COMPANY INFORMATION (PLEASE PRINT)

CONTACT PERSON’S NAME

TITLE

COMPANY NAME

ADDRESS

CITY

STATE

ZIP

COUNTRY

TELEPHONE

E-MAIL

WEBSITE

TOTE INSERTS

Companies can supply a flyer or other item (with approval) that will be placed inside the tote bags. Tote Bags are distributed to all registered attendees. It is the responsibility of the advertiser to produce the insert and have it delivered to the pre-conference warehouse prior to December 20, 2019. We will produce 2500 bags for the 2020 Annual Meeting. We will insert one copy of each supplied insert into every bag, provided enough are supplied. Payment is due upon submission of this form.

<table>
<thead>
<tr>
<th>Tote Bag Insert</th>
<th>Quantity</th>
<th>Cost per insert</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flyer Insert Only</td>
<td></td>
<td>$300</td>
<td></td>
</tr>
</tbody>
</table>

DELIVERY INSTRUCTIONS

Companies should provide 2500 copies of each insert. Full shipping information for all tote insert participants will be sent out in early November. The pre-conference warehouse will be accepting deliveries beginning on December 2, 2019. All shipments must be received at the warehouse by December 20, 2019. Proper addressing must be used to ensure the inserts are delivered to the AIA at the conference. Upon shipment to the warehouse, please be sure to send any tracking information to Kevin Mullen (kmullen@archaeological.org). Shipments should not be made directly to the hotel unless arrangements are made directly with the AIA.

PAYMENT METHOD AND AUTHORIZATION

All payments must be in U.S. dollars.

☐ VISA ☐ MasterCard ☐ Discover ☐ American Express

☐ Check payable to AIA/SCS Annual Meeting enclosed

CARD NUMBER

EXPIRATION DATE

CVV#

CARDHOLDER’S NAME

CARDHOLDER’S SIGNATURE

Please fax, scan, or mail form to: Kevin Mullen, Archaeological Institute of America, 44 Beacon Street, 2nd Floor, Boston, MA 02108
Fax to: 857-233-4270; Phone: 857-305-9353 Email: kmullen@archaeological.org