AIA & SCS JOINT ANNUAL MEETING
JANUARY 5-8, 2022

ANNUAL MEETING OVERVIEW
The AIA and SCS Joint Annual Meeting (AM) will take place in San Francisco, CA. The Exhibit Hall, all academic sessions, and additional meetings and events will be held in the Hilton San Francisco Union Square, 333 O’Farrell Street, San Francisco, CA, 94102.

This year’s conference will be a fully hybrid event with both in-person and remote attendees. Following our pre-meeting survey we are anticipating 1,500 in person attendees and at least 1,000 virtual participants. This year we are offering options for both in-person and virtual exhibitors as well. All on-site exhibitors will also be included in the virtual platform.

More than 50 companies exhibit at the meeting, with 80% returning every year. The showroom floor is always expanding to accommodate new exhibitors. We welcome vendors for books, software, technologies, outdoor gear, archaeological supplies, and travel. We also welcome educational institutions, field schools, grant-making, and non-profit agencies. Additionally, we seek artisans related to classics/archaeology and local destination crafts and goods.

WHO ATTENDS
The AM welcomes professionals, students, and enthusiasts from more than 30 countries, looking for new products in the form of textbooks, software, and services. Attendees also visit the Exhibit Hall to find information on job offerings and to learn about field schools, grants, and funding opportunities. AM professionals include classicists, archaeologists, historians, epigraphers, and scientists, all united by a common interest in human history.

ARCHAEOLOGICAL INSTITUTE OF AMERICA
The AIA is North America’s oldest and largest organization devoted to the world of archaeology. Today, it has 200,000+ members and over 100 local Societies in North America and Europe. Its publications, the American Journal of Archaeology and ARCHAEOLOGY magazine, are read worldwide. Its members include students, enthusiasts, and professional archaeologists at top-tier research universities in the U.S. and abroad, conducting fieldwork in dozens of countries.

SOCIETY FOR CLASSICAL STUDIES
Founded in 1869 as the American Philological Association by “professors, friends, and patrons of linguistic science,” the SCS is the leading learned society in North America for the study of ancient Greek and Roman languages, literature, and civilizations. The mission of the Society is to advance knowledge, understanding, and appreciation of the ancient Greek and Roman world and its enduring value. While the majority of members are university Classics faculty, members also include scholars in other disciplines and primary and secondary school teachers.

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Upon Signing Contract</td>
<td>November 23, 2021</td>
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<tr>
<td>Exhibit space deposit due</td>
<td></td>
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<tr>
<td>Advance shipment to warehouse begins</td>
<td>December 1, 2021</td>
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<tr>
<td>Exhibitor space reservations &amp; final payments due</td>
<td>Virtual platform setup opens</td>
</tr>
<tr>
<td>Discounted hotel reservation deadline</td>
<td>December 22, 2021</td>
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<tr>
<td>Advance shipment to warehouse ends</td>
<td>December 28, 2021</td>
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EXHIBIT HALL

The Exhibit Hall will be located in the Grand Ballroom at the Hilton San Francisco Union Square. The Exhibit Hall is open free of charge to registered meeting attendees. Exhibit Hall day passes are also available for purchase to the general public.

Exhibit spaces are assigned in the order in which they are received with preference given to multi-booth orders. Please review the information below on space availability, benefits, and advertising options.

PREMIUM BOOTH | $1150

Premium booths include all Standard Booth amenities, PLUS prime positioning and visibility, and the highest amount of foot traffic. Premium Booth space is limited and assigned on a first-come, first-served basis. Please refer to the Exhibit Hall diagram on the next page to view premium booth locations, indicated in yellow.

STANDARD BOOTH | $950

All exhibit booth setups include:
- 10’x10’ draped booth suitable for hanging displays
- ONE 6’ skirted table, TWO chairs, ONE wastebasket
- Booth identification sign
- Exhibitor listing in meeting app with links to your website
- Exhibitor listing in the virtual exhibit hall webpage
- TWO complimentary meeting registrations per booth
  (Additional exhibitor badges are available for $60 each)
- Complimentary admission to the Opening Night Reception

TABLE TOP EXHIBIT | $500

Ideal for exhibitors who require a smaller display space and do not need side walls or a backdrop for hanging displays. A free-standing display table provides exposure without the setup of a booth and includes:
- ONE 6’ skirted table, TWO chairs, ONE wastebasket
- Table identification sign
- ONE complimentary meeting registration, allowing you full access to the academic program and other events
- Listing in the AIA and SCS program books
- Exhibitor listing in meeting app with links to your website
- Complimentary listing in the Meeting's virtual Exhibit Hall webpage, with links to your website
- Complimentary admission to the Opening Night Reception

COMBINED BOOK EXHIBIT

$150 for the first book or journal, $75 for each additional publication

Gain exposure for your publication at a minimal cost. The Combined Book Exhibit is perfect for publishers with limited titles in archaeology, classics, philology, history, anthropology, or travel. Books in this exhibit will be displayed on a table in the Exhibit Hall. Publication(s), bookstand(s), and order forms for each volume should be shipped directly to the preshow warehouse and labeled “AIA/SCS Combined Book Exhibit.”

VIRTUAL EXHIBITOR LISTING | $300

All attendees will have access to the virtual meeting platform and app before and after the meeting. Virtual listings include a templated online booth with a company logo, contact information, video upload, book an appointment link, and downloadable PDF materials.

SPONSORSHIP LEVELS

Gold Level Exhibitors ($500) will be prominently listed at the top of the footer and also be listed separately at the top of the full exhibit hall gallery. They will also be featured in on site signage.

Silver Level Exhibitors ($300) will have their logos included on the footer of most virtual meeting pages and on on-site signage.

ADDITIONAL OPTIONS

We will be offering additional options to directly connect with virtual and in-person attendees. Timing and availability is limited and available on a first come, first served basis. Please contact us for details.

- Other Zoom Talk/Demo Rooms
- Push Message to Attendees
- Opening Night Reception Sponsorship
- First Timer’s Reception Sponsorship
- Coffee Breaks

PRELIMINARY EXHIBITOR SCHEDULE

Wednesday, January 5, 2022
9:00 a.m.–2:00 p.m. Exhibitor setup & badge pickup
2:00 p.m.–6:00 p.m. Exhibit Hall Open

Thursday, January 6, 2022
9:30 a.m.–5:30 p.m. Exhibit Hall Open

Friday, January 7, 2022
9:30 a.m.–5:30 p.m. Exhibit Hall Open

Saturday, January 8, 2022
8:00 a.m.–12:00 p.m. Exhibit Hall Open
12:00 p.m.–3:00 p.m Exhibit Hall pack up & dismantle
### AIA/SCS EXHIBIT RESERVATION FORM

#### EXHIBITOR INFORMATION (PLEASE PRINT)

<table>
<thead>
<tr>
<th>CONTACT PERSON’S NAME</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>COMPANY NAME</td>
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<th>FAX</th>
<th>E-MAIL</th>
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☐ I have read and agree to abide by the rules and regulations governing the conference, which are listed on the following page.

Authorizing signature

☐ Yes, I will donate _____ [number] books for the AIA Graduate Student Paper Award. (Donors will be acknowledged in the AIA Program and online.)

#### EXHIBIT SPACE APPLICATION

Space is assigned on a first-come, first-served basis. Spaces cannot be assigned until the exhibit application and deposit are received. Full payment is due by December 1, 2021.

<table>
<thead>
<tr>
<th>Type of Exhibit Display</th>
<th>Quantity</th>
<th>Cost per unit</th>
<th>Total cost</th>
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<tbody>
<tr>
<td>Premium Exhibit Booth</td>
<td></td>
<td>$1150</td>
<td>$</td>
</tr>
<tr>
<td>Standard Exhibit Booth</td>
<td></td>
<td>$950</td>
<td>$</td>
</tr>
<tr>
<td>Table Top Exhibit</td>
<td></td>
<td>$500</td>
<td>$</td>
</tr>
<tr>
<td>Virtual Exhibit Listing</td>
<td></td>
<td>$300</td>
<td>$</td>
</tr>
<tr>
<td>Combined Book Exhibit</td>
<td></td>
<td>$150</td>
<td>$</td>
</tr>
<tr>
<td>Each additional book</td>
<td></td>
<td>$75</td>
<td>$</td>
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<tr>
<td>Gold Level Meeting Sponsor</td>
<td></td>
<td>$500</td>
<td>$</td>
</tr>
<tr>
<td>Silver Level Meeting Sponsor</td>
<td></td>
<td>$300</td>
<td>$</td>
</tr>
</tbody>
</table>

Total Exhibit Space Cost $_______

Deposit $_______

Balance Due $_______

#### SPACE SELECTION

Consult the floor plan on pg. 4 to determine your preferred booth space. Please write booth number(s) below.

1st choice___________2nd choice___________3rd choice___________4th choice___________

#### 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

<table>
<thead>
<tr>
<th>CARD NUMBER</th>
<th>EXPIRATION DATE</th>
<th>CVV#</th>
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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
EXHIBITOR RULES AND REGULATIONS

CONTACT FOR SPACE
The application for space and the formal notice of assignment by the Archaeological Institute of America (AIA) and the Society for Classical Studies (SCS) constitute a contract for the right to use the space allotted. In the event that the conference is canceled for unforeseeable circumstances, this contract shall not be binding and a full refund will be provided.

INSTALLATION OF EXHIBITS
Installation of exhibits may begin at 9:00 a.m. on Wednesday, January 5, 2022, and must be completed by 2:00 p.m. The Exhibit Hall will open at 2:00 p.m. that day. Exhibitors are requested to conform to the prevailing labor regulations of San Francisco, CA.

DISMANTLING
The Exhibitor expressly agrees not to dismantle their exhibit during show hours or do any packing before the Exhibit Hall closes at 12:00 p.m. on Saturday, January 8, 2022. Any Exhibitor who dismantles a booth in advance of the official closing will be subject to a $200 fine.

UNION CLEARANCE (WHEN APPLICABLE)
In order to be in compliance with Freeman and the Hilton contracts, it is necessary that all exhibitors use qualified personnel for the various services required for installation and dismantling of exhibits and for material handling within the show.

FIRE PROTECTION
Materials to be used in the Exhibit Hall must be non-flammable to conform to the Fire Regulations of the San Francisco, CA. Materials not conforming to these regulations may be removed at the Exhibitor’s expense. All doors and openings must be kept clear and exit signs, fire alarms, and extinguishers must be visible at all times. Exhibitors may be asked by show management to rearrange or move display materials to comply with this law. All Exhibitors must comply with Fire Regulations.

SHIPMENT OF EXHIBIT MATERIALS
It is highly recommended that Exhibitors send materials to the advance shipment warehouse. Direct freight shipment should not be sent to the Hilton San Francisco Union Square. Limited boxed materials may be allowed as an exception and must be coordinated with the Hilton San Francisco Union Square shipping department in advance.

RESTRICTIONS
AIA/SCS management reserve the right to alter the exhibit layout at anytime. The AIA/SCS reserve the right to restrict exhibits which, because of noise, method, operation, or for any other reason become objectionable. The AIA/SCS may prohibit or evict any exhibit which, in the opinion of AIA/SCS management, detracts from the general character of the exhibits as a whole.

CARE OF BUILDING AND EQUIPMENT
Exhibitors or their agents shall not injure or deface any part of the building, the booth, or the equipment in the booth. Any property damaged or destroyed by the exhibitor must be replaced or repaired at the exhibitor’s expense.

SECURITY
Show management will provide overnight security personnel outside the Exhibit Hall. The AIA/SCS and the Hilton San Francisco Union Square will take every precaution to secure the Exhibit Hall after hours. We ask that you do not leave anything valuable in the room. Neither the AIA/SCS nor the Hilton San Francisco Union Square will take responsibility to replace or reimburse for any item that may be missing from the Exhibit Hall.

CANCELLATIONS
All cancellations must be made in writing to the AIA. There is a tiered refund policy for exhibitors who wish to cancel their participation before the event. Cancellations made by November 30, 2021 will be subject to a cancellation fee of 50%. Unfortunately, we are unable to issue refunds after December 1, 2021. These regulations become a part of the contract between the Exhibitor and the AIA and SCS. They have been formulated for the best interests of the Exhibitors. All points not covered are subject to the decision of the AIA/SCS.

EXHIBITOR RESPONSIBILITY CLAUSE
To the fullest extent permitted by law, the person/legal entity described as “Exhibitor” in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as “Exhibitor” in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless San Francisco lessee LLC, d/b/a Hilton San Francisco Union Square By: Hilton Management LLC and HLT Conrad Domestic LLC, Managing Agents (“Hotel”) and Hotel’s owners, managers, subsidiaries, affiliates, employees and agents (collectively, “Hotel Parties”), as well as Archaeological Institute of American/Society for Classical Studies (“Group”) from and against any and all claims or expenses arising out of Exhibitor’s use of the Hotel’s exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor’s indemnity obligations in this clause. Such insurance shall be in the amount of not less than $1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.
The AIA/SCS 2022 Joint Annual Meeting will be a fully hybrid event. All presentations will be available through the virtual platform as well as on-site. If you register as an in-person attendee you will also have full access to the virtual platform. Sessions will be recorded and made available through the virtual platform.

With respect to the ongoing COVID-19 pandemic, AIA and SCS will continue to follow all applicable public health mandates and guidelines issued by federal, state of California, and city of San Francisco government agencies from January 5-8, 2022 at the Hilton Union Square and Parc 55 hotels. AIA and SCS will require onsite attendees to respect all mandates and to follow all public health and guidelines issued by federal, California state, and city of San Francisco government agencies and the hotels. Attendees who refuse to follow public health mandates that are legally required at the time of the conference will not be allowed to attend the conference onsite in San Francisco.

COVID-19 Vaccine Mandates for the City of San Francisco
On August 20, 2021 San Francisco’s vaccination mandate went into effect for many indoor activities including restaurants, bars, gyms, indoor and outdoor events. In light of this, all attendees to the AIA/SCS 2022 Joint Annual Meeting will be required to show proof of vaccination to attend the conference.

Under the applicable order, acceptable proof of vaccination includes the following:

- CDC Vaccination Card (physical or digital copy)
- State-issued proof of vaccination card
- Official immunization record from outside of the United States
- A personal digital COVID-19 vaccine record issued by the State of California or by an approved entity.

Please check https://classicalstudies.org/annual-meeting/2022/153/public-health for updates on the required Covid regulations.