Archaeological Institute of America
SOCIETY FOR CLASSICAL STUDIES

EXHIBITOR PROSPECTUS

JOINT ANNUAL MEETING
CHICAGO, IL | JANUARY 4-7, 2024
EXHIBITOR PROSPECTUS
AIA & SCS JOINT ANNUAL MEETING
JANUARY 4-7, 2024

ANNUAL MEETING OVERVIEW
The AIA and SCS Joint Annual Meeting (AM) will take place in Chicago, Illinois. The Exhibit Hall, all academic sessions, and additional meetings and events will be held in the Hilton Chicago, 720 South Michigan Ave, Chicago, IL 60605. The 2024 conference will be primarily an in-person event, but each organization will host several hybrid rooms and a limited number of virtual events.

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.

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 27, 2023</td>
<td>Exhibit space payment due</td>
</tr>
<tr>
<td>December 1, 2023</td>
<td>Exhibitor space reservations &amp; final payments due</td>
</tr>
<tr>
<td>December 15, 2023</td>
<td>Discounted hotel reservation deadline</td>
</tr>
<tr>
<td>December 28, 2023</td>
<td>Advance shipment to warehouse ends</td>
</tr>
</tbody>
</table>

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.
The Exhibit Hall will be located in Salon D at the Hilton Chicago. 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 DOUBLE BOOTHS | $2100**
(Numbers: 117, 217, and 317)

**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 **green** and **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.”

**EXHIBITORS RECEIVE...**

**SHIPPING DISCOUNTS**
Discounts off regular shipping and material handling rates

**NETWORKING OPPORTUNITIES**
TWO full conference registrations per booth

**DISCOUNTED HOTEL RATES**
Hotel room rates of only $147

**DISCOUNTED BADGES**
Save on additional Exhibitor badges—only $130/each (Up to a 70% savings!)

**COMPLIMENTARY SNACKS AND BOTTLED WATER**

**SPONSORSHIP LEVELS**
- **Gold Level ($500)** will be prominently listed throughout the meeting app and will also be featured in on site signage.
- **Silver Level ($300)** will have their logos included in the meeting app 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.

- Push Message to Attendees
- Opening Night Reception Sponsorship
- First Timer’s Reception Sponsorship
- Coffee Breaks

**PRINT PROGRAM**
Due to feedback from the 2023 meeting, the AIA & SCS will be producing a joint print program for the 2024 Meeting. The program will be available for purchase at the time of registration and on-site. Placing an ad in the program guarantees your ad will be viewed by the most attendees. Multiple sizes and placement options are available. We are also offering a 25% discount for ads placed by departments. Please review the attached order form for price details.

**PRELIMINARY EXHIBITOR SCHEDULE**

**Thursday, January 4, 2024**
9:00 a.m.–2:00 p.m. Exibitor setup & badge pickup
2:00 p.m.–6:00 p.m. Exhibit Hall Open

**Friday, January 5, 2024**
9:30 a.m.–5:30 p.m. Exhibit Hall Open

**Saturday, January 6, 2024**
9:30 a.m.–5:30 p.m. Exhibit Hall Open

**Sunday, January 7, 2024**
8:00 a.m.–12:00 p.m. Exhibit Hall Open
12:00 p.m.–3:00 p.m. Exhibit Hall packup & dismantle
AIA/SCS PROGRAM ADVERTISING
ORDER FORM

ADVERTISER INFORMATION (PLEASE PRINT)

CONTACT PERSON’S NAME

COMPANY NAME

ADDRESS

CITY

STATE

ZIP

TELEPHONE

FAX

E-MAIL

WEBSITE

AIA PROGRAM ADS

Full payment and high resolution (400 dpi) electronic files due by **November 27, 2023.** Proofs will not be furnished. PDF preferred. Please contact AIA for further artwork instructions if needed. We are offering a 25% discount to university/college departments.

<table>
<thead>
<tr>
<th>Page size (unit)</th>
<th>Number of pages</th>
<th>Cost per unit</th>
<th>Discounted</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL PAGE (7” wide x 9.5” tall)</td>
<td></td>
<td>$800</td>
<td>$600</td>
<td>$</td>
</tr>
<tr>
<td>HALF PAGE (7” wide x 4.5” tall)</td>
<td></td>
<td>$500</td>
<td>$375</td>
<td>$</td>
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<tr>
<td>OUTSIDE BACK COVER (4-color; 7” wide x 9.5” tall)</td>
<td></td>
<td>$1,200</td>
<td>n/a</td>
<td>$</td>
</tr>
<tr>
<td>INSIDE FRONT COVER (7” wide x 9.5” tall)</td>
<td></td>
<td>$1,050</td>
<td>n/a</td>
<td>$</td>
</tr>
<tr>
<td>INSIDE BACK COVER (7” wide x 9.5” tall)</td>
<td></td>
<td>$1,050</td>
<td>n/a</td>
<td>$</td>
</tr>
</tbody>
</table>

CONFERENCE APP ADS

<table>
<thead>
<tr>
<th>Ad format</th>
<th>Quantity</th>
<th>Cost</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Splash Page (limited to one advertiser; first-come, first-serve)</td>
<td>N/A</td>
<td>$1,000</td>
<td>$</td>
</tr>
<tr>
<td>Rotating Banner Ad (limited to 5)</td>
<td></td>
<td>$200</td>
<td>$</td>
</tr>
<tr>
<td>Push Notification (Fri or Sat.; limited to 2 per day)</td>
<td></td>
<td>$150</td>
<td>$</td>
</tr>
<tr>
<td>Push Notification (Thurs. or Sun.; limited to 2 per day)</td>
<td></td>
<td>$100</td>
<td>$</td>
</tr>
</tbody>
</table>

SUPPLEMENTAL ADVERTISING OPPORTUNITIES

☐ Yes! Please contact me about discounted advertising in **ARCHAEOLOGY magazine.**

☐ Yes! Please contact me with information about AIA mailing lists.

☐ Yes! Please contact me about advertising opportunities in **Outlook,** the **AJA** supplement.

☐ Yes! Please contact me about advertising opportunities on www.archaeological.org.

PAYMENT METHOD

All payments must be in U.S. dollars.

☐ VISA ☐ MasterCard ☐ Discover ☐ American Express ☐ Check payable to AIA 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, Boston, MA 02108

Fax to: 857-233-4270; Phone: 857-305-9353 Email: kmullen@archaeological.org
AIA/SCS EXHIBIT RESERVATION FORM

EXHIBITOR INFORMATION (PLEASE PRINT)

CONTACT PERSON'S NAME                      TITLE
COMPANY NAME
ADDRESS

CITY                          STATE  ZIP  TELEPHONE

FAX                           E-MAIL  WEBSITE

☐ 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 payment are received. Please contact Kevin Mullen if you wish to pay in two installments.

<table>
<thead>
<tr>
<th>Type of Exhibit Display</th>
<th>Quantity</th>
<th>Cost per unit</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Double Exhibit Booth (117, 217, or 317)</td>
<td>_____</td>
<td>$2100</td>
<td>$_________</td>
</tr>
<tr>
<td>Premium Exhibit Booth (207, 208, 210, 212, 213, 306, 307, 309, 311, 312, 313, 410, 412 and 414)</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>Combined Book Exhibit (first book) [full payment due at booking]</td>
<td>_____</td>
<td>$150</td>
<td>$_________</td>
</tr>
<tr>
<td>Each additional book</td>
<td>_____</td>
<td>$75</td>
<td>$_________</td>
</tr>
<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 $_________

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

☐ Bill me electronically (Invoice emailed to contact and must be paid prior to space assignment)

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, Boston, MA 02108 Fax to: 857-233-4270; Phone: 857-305-9353 Email: kmullen@archaeological.org
EXHIBITOR RULES AND REGULATIONS

CONTRACT 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 Thursday, January 4, 2024, 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 Chicago, IL.

SECURITY
Show management will provide overnight security personnel outside the Exhibit Hall. The AIA/SCS and the Hilton Chicago 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 Chicago will take responsibility to replace or reimburse for any item that may be missing from the Exhibit Hall.

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 Sunday, January 7, 2023. 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 Chicago 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 Chicago, IL. 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 Chicago. Limited boxed materials may be allowed as an exception and must be coordinated with the Hilton Chicago 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.

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, 2023 will be subject to a cancellation fee of 25%. Cancellations made by December 18, 2023 will be subject to a cancellation fee of 50%. Unfortunately, we are unable to issue refunds after December 18, 2023.

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.

COVID-19 PUBLIC HEALTH MEASURES
The US federal government has declared an end to the COVID-19 emergency. However, this summer we have seen a COVID surge. Attendees will be required to follow all public health guidelines in place at the time of the meeting. All attendees should respect the choice of any staff member, attendee, or vendor to wear a mask and/or engage in social distancing. Please see our Public Health Policy (https://classicalstudies.org/annual-meeting/2024/155/public-health) for full details.