

ARCHAEOLOGICAL INSTITUTE *of* AMERICA
SOCIETY FOR CLASSICAL STUDIES



JOINT ANNUAL MEETING
PHILADELPHIA, PA | JANUARY 2-5, 2025
EXHIBITOR PROSPECTUS



AIA & SCS JOINT ANNUAL MEETING

JANUARY 2-5, 2025

ANNUAL MEETING OVERVIEW

The AIA and SCS Joint Annual Meeting (AM) will take place in Philadelphia, Pennsylvania. The Exhibit Hall, all academic sessions, and additional meetings and events will be held in the Philadelphia Marriott Downtown, 1201 Market Street, (guest entrance at 1200 Filbert Street), Philadelphia, Pennsylvania, USA, 19107. The 2025 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.

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

Upon Signing Contract	Exhibit space payment due
November 20, 2024	Program ad art due
December 1, 2024	Virtual platform setup opens
December 13, 2024	Exhibitor space reservations & final payments deadline
December 3, 2024	Advance shipment to warehouse begins
December 15, 2024	Discounted hotel reservation deadline
December 23, 2024	Advance shipment to warehouse ends

EXHIBIT HALL

The Exhibit Hall will be located in Franklin Hall on Level 4 of the Philadelphia Marriott Downtown. 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

(Numbers: 101, 102, 201,202, 301, 302, 305, 401, 402, 406, 408, 501, 505, 507, 509, 601, and 603)

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**.

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, allowing you full access to the academic program and other events
(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 \$169

DISCOUNTED BADGES

Save on additional Exhibitor badges—only \$145/each (More than a 50% discount!)

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 attendees, the AIA & SCS will again be producing a joint print program for the 2025 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 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 2, 2025

9:00 a.m.–2:00 p.m. Exhibitor setup & badge pickup
2:00 p.m.–6:00 p.m. Exhibit Hall Open

Friday, January 3, 2025

9:30 a.m.–5:30 p.m. Exhibit Hall Open

Saturday, January 4, 2025

9:30 a.m.–5:30 p.m. Exhibit Hall Open

Sunday, January 5, 2025

8:00 a.m.–12:00 p.m. Exhibit Hall Open
12:00 p.m.–3:00 p.m. Exhibit Hall pickup & dismantle

AIA/SCS PROGRAM ADVERTISING

ORDER FORM

ADVERTISER INFORMATION (PLEASE PRINT)

CONTACT PERSON'S NAME _____ TITLE _____

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 20, 2024**. 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.

Page size (unit)	Number of pages	Cost per unit	Discounted	Total cost
<input type="checkbox"/> FULL PAGE (7" wide x 9.5" tall)	_____	\$800	\$600	\$_____
<input type="checkbox"/> HALF PAGE (7" wide x 4.5" tall)	_____	\$500	\$375	\$_____
<input type="checkbox"/> OUTSIDE BACK COVER (4-color; 7" wide x 9.5" tall)	_____	\$1,200	n/a	\$_____
<input type="checkbox"/> INSIDE FRONT COVER (7" wide x 9.5" tall)	_____	\$1,050	n/a	\$_____
<input type="checkbox"/> INSIDE BACK COVER (7" wide x 9.5" tall)	_____	\$1,050	n/a	\$_____

CONFERENCE APP ADS

Ad format	Quantity	Cost	Total cost
<input type="checkbox"/> Splash Page (limited to one advertiser; first-come, first-serve)	N/A	\$1,000	\$_____
<input type="checkbox"/> Rotating Banner Ad (limited to 5)	_____	\$200	\$_____
<input type="checkbox"/> Push Notification (Fri or Sat.; limited to 2 per day)	_____	\$150	\$_____
<input type="checkbox"/> Push Notification (Thurs. or Sun.; limited to 2 per day)	_____	\$100	\$_____
Total Payment			\$_____

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 on **www.archaeological.org**.

PAYMENT METHOD

All payments must be in U.S. dollars.

- Check payable to AIA/SCS Annual Meeting enclosed
- Pay electronically (Invoice emailed to contact below and must be paid by November 20, 2024)

BILLING CONTACT (Same as above)

NAME _____

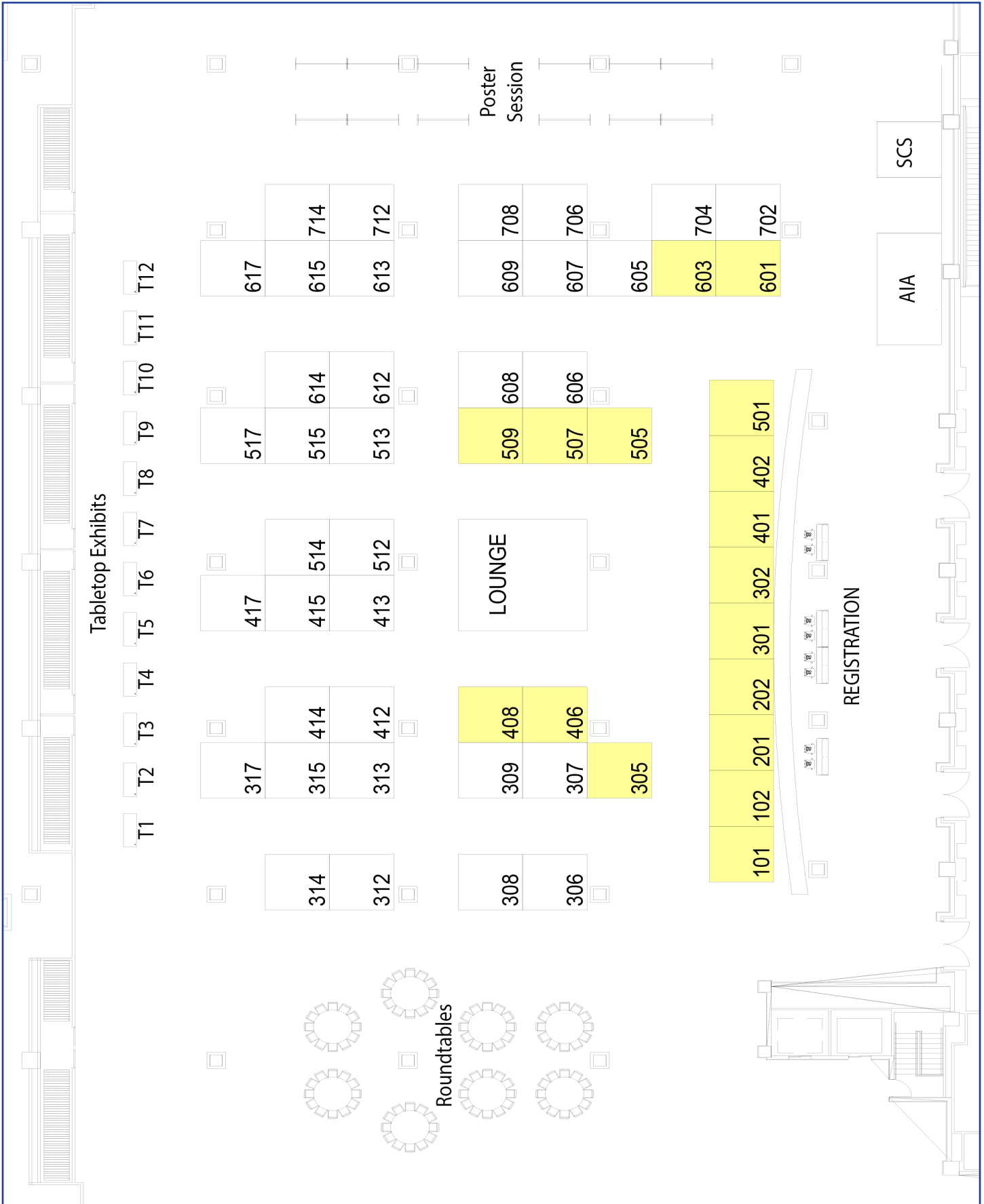
EMAIL _____

PHONE: _____

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

EXHIBIT HALL MAP

FRANKLIN HALL, LEVEL 4



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 books for the AIA Graduate Student Paper Award. (Donors will be acknowledged online)

Yes, I would be interested in donating books for the SCS Snowden Scholarship Raffle (SCS Staff will contact you with more information)

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.

Type of Exhibit Display	Quantity	Cost per unit	Total cost
Premium Exhibit Booth (101, 102, 201, 202, 301, 302, 305, 401, 402, 406, 408, 501, 505, 507, 509, 601, and 603)	_____	\$1150	\$_____
Standard Exhibit Booth	_____	\$950	\$_____
Table Top Exhibit	_____	\$500	\$_____
Virtual Exhibit Listing	_____	\$300	\$_____
Combined Book Exhibit (first book) [full payment due at booking]	_____	\$150	\$_____
<i>Each additional book</i>	_____	\$75	\$_____
Gold Level Meeting Sponsor	_____	\$500	\$_____
Silver Level Meeting Sponsor	_____	\$300	\$_____
		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.

Check payable to AIA/SCS Annual Meeting enclosed

Pay electronically (Invoice emailed to contact below and must be paid prior to space assignment)

BILLING CONTACT (Same as above)

NAME _____

EMAIL _____

PHONE: _____

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 2, 2025, 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 Philadelphia, PA.

SECURITY

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

The exhibitor assumes the entire responsibility for losses, damages, and claims arising out of exhibitor's activities on the Hotel Premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims

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 5, 2025. 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 Philadelphia Marriott Downtown 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 Philadelphia Marriott Downtown. 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 Philadelphia Marriott Downtown. Limited boxed materials may be allowed as an exception and must be coordinated with the Philadelphia Marriott Downtown 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, 2024 will be subject to a cancellation fee of 25%. Cancellations made by December 12, 2024 will be subject to a cancellation fee of 50%. Unfortunately, we are unable to issue refunds after December 12, 2024.

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. 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/2025/156/public-health>) for full details.