

LEEDS INTERNATIONAL MEDIIEVAL CONGRESS



1-4 JULY 2019

Second Hand & Antiquarian Bookfair

www.imc.leeds.ac.uk



UNIVERSITY OF LEEDS

International Medieval Congress

1-4 July 2019

The International Medieval Congress (IMC) is the largest annual gathering of medievalists in Europe, focusing upon all aspects of the Middle Ages (c. 300-1500). Participants at the IMC present research in all areas of medieval studies, ranging from art and literature to science and technology.

Since its start in 1994, the Congress has established itself as an annual event. In 2018 over 2,900 medievalists from all over the world attended the event. It is the largest conference of its kind in Europe.

Drawing medievalists from over 60 countries, with over 2,100 individual papers and 700 academic sessions and a wide range of concerts, performances, readings, round tables, excursions, the bookfair and associated events, the Leeds International Medieval Congress is Europe's largest annual gathering in the humanities.

If you wish to take advantage of any of the opportunities outlined in this booklet, please complete the booking form and return it to the IMC via email at imc@leeds.ac.uk.



Second Hand & Antiquarian Bookfair

Location

The Second Hand & Antiquarian Bookfair will take place in the vibrant Leeds University Union Foyer, a central location for much of the IMC 2019 academic and social programme. Delegate registration will take place in the Leeds University Union Foyer throughout the day on Sunday 30 June 2019. Leeds University Union is also used throughout Monday and Tuesday for a number of sessions and is located next to the Refectory, the main dining area serving breakfast, lunch, and dinner to IMC delegates throughout the Congress.

Schedule

The Second Hand & Antiquarian Bookfair will take place over three days, from Sunday 30 June to Tuesday 2 July 2019. Exhibitors who wish to book for two days may do so.

	SET UP	OPENING TIMES	TAKE DOWN
SUNDAY 30 JUNE	12.00-16.00	16.00-21.00	
MONDAY 1 JULY		08.00-19.00	19.00-21.00 (2 DAY)
TUESDAY 2 JULY		08.00-17.00	17.00-19.00 (3 DAY)

Sunday Public Events Programme

Delegates and members of the general public will also be encouraged to visit the Second Hand & Antiquarian Bookfair as part of our programme of events, taking place in the University Union, Marquee, and surrounding areas on Sunday 30 June 2019.



Free Listing in the IMC 2019 Programme

Book by 3 December 2018 to guarantee your FREE listing in the IMC 2019 Programme.

10% EARLY BOOKING DISCOUNT
WHEN FULL PAYMENT IS RECEIVED
BY 11 JANUARY 2019!

Prices

DISPLAY TABLES X 2 DAYS (SUN-MON) £120.00 PER TABLE

- c. 1.8m x 0.8m display table
- 1m² of space for shelving

ADDITIONAL DAY DISPLAY TABLES (TUES) £60.00 PER TABLE

- c. 1.8m x 0.8m display table
- 1m² of space for shelving

ADDITIONAL SHELVING SPACE £25.00 PER METRE²

- 1m² of additional space for shelving

SINGLE ELECTRICAL SOCKET FREE

- Limited supply. Must be requested in advance.

(All prices are subject to UK VAT)

Payment

Full payment must be received by 13 May 2019. You can pay online at <http://www.leeds.ac.uk/ims/imc/onlinestore>. Please complete the booking form, with payment possible by cheque, credit card, or debit card. Cheques should be made payable to 'University of Leeds - IMC 2019'. The early booking discount is applicable when full payment is received by 11 January 2019.

Registration and Accommodation

Please note that all Exhibitors and their representatives must register for the IMC in addition to their booking of a stand. Online Registration is free for Exhibitors and their representatives and is open from early February until 13 May 2019. As part of your registration, it is also possible to book meals and accommodation (including breakfast) both on and off campus for the duration of your stay in Leeds. More information will be released by February 2019.

Access and Parking

Access for loading and unloading is available during the Set-Up and Take-Down times. One free exhibitor parking permit is included with your booking which will allow parking on or near to campus on days exhibiting.

FREE WEB LINK TO YOUR ORGANISATION ON THE IMC 2019 WEBSITE!

SECOND HAND & ANTIQUARIAN BOOKFAIR TERMS AND CONDITIONS OF BOOKING

1. Exhibition space at the International Medieval Congress 2019 (IMC 2019) is reserved by payment in advance. Your reservation is not confirmed until payment has been received in full by the IMC. If payment in full is not received by the IMC, then it may re-allocate your space to another customer. In that case, an administration charge of £25.00 will be payable and will be deducted from any refunds of part payments already made.
2. All cancellations must be made in writing and are subject to an administration charge of £25.00.
3. Cancellations of reservations for Exhibition Space received by 31 May 2019 will secure a refund of 50% the total paid. There will be no refund for cancellations made after 31 May 2019.
4. All bookings are subject to the availability of space. Full payment must be received by 13 May 2019 and can be made by cheque, credit card, or debit card. Cheques should be made payable to 'University of Leeds - IMC 2019'. The early booking discount is applicable when full payment is received by 11 January 2019.
5. The IMC reserve the right to change the venue of the IMC or any part of any event to a reasonably suitable alternative should the need arise. In that event the IMC will endeavour to provide customers with space at the new venue equivalent to that originally booked. In the event that the IMC are unable to accommodate customers in this way, any monies paid for this part will be refunded. No further compensation will be paid.
6. All exhibitors must register and wear exhibitor lanyards. This will provide the necessary access; failure to do so may result in being refused entry to IMC venues and events.
7. Your booking of exhibition space is an acknowledgement and acceptance of the set-up and opening times of the Second Hand & Antiquarian Bookfair as advertised in this booklet and in the IMC 2019 Programme. Exhibitors/booksellers/representatives must be present and their stands must be fully operational at all times during the published opening times of the Second Hand & Antiquarian Bookfair. Exhibitors should not pack up prior to closing time on the final day. Contravention of this condition will result in loss of any traditional pitch in the following years.
8. The IMC will provide staff to support exhibitors during take down on both Monday evening and Tuesday afternoon. The number of days booked will have no impact on the support provided.
9. The University of Leeds takes all reasonable precautions for the security of exhibitors and their property at the IMC 2019. However, no liability can be accepted for loss or damage, howsoever caused to person or property save for death or personal injury caused by our negligence. Similarly, we will not incur any liability to you if we are unable to provide any of the facilities set out in this booklet due to circumstances beyond our control including, but not limited to, reduction or failure of power supplies, student demonstration or sit-in, flooding, and accident. We will not be liable to you for any costs, claim, loss, or damage arising out of any tortious act or omission, breach of contract, or breach of statutory duty calculated by reference to loss of profits, income, or sales.
10. The hiring of any exhibition space will be subject to any fire, safety, evacuation, and other regulations or procedure applicable to University and Leeds University Union buildings, and it will be your responsibility to acquaint yourself with such regulations and procedures.
11. All electrical equipment used at the University of Leeds must be maintained in a safe condition. The University recommends that all equipment is PAT or safety tested annually. We reserve the right to stop the use of any equipment that we deem to be unsafe.
12. All stands, structures, equipment, and/or furniture used at the University of Leeds must be maintained in a safe condition and must be erected and secured in a safe manner. We reserve the right to stop the use of any stands, structures, equipment, and/or furniture that we deem to be unsafe.
13. Booking an electrical socket means that we will provide sole access to a socket located near your exhibition space, subject to availability. Sockets are limited and will not be provided for exhibitors who have not pre-booked them.
14. You will indemnify the IMC and the University of Leeds against any costs, claim, loss, or damage we may suffer or incur as a result of any alleged copyright infringement or breach of any other intellectual property rights arising out of publication of your copy in the IMC 2019 Programme, any other IMC publication, or the display or reproduction of any works by you at the event itself.
15. Completion of the Booking Form implies acceptance of these Terms and Conditions and any deadlines listed in this booklet. These may only be varied with our prior written authority.
16. Data provided by you will be processed in accordance with our Privacy Notice which can be read at <https://www.imc.leeds.ac.uk/policies/privacy-notice/>

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