

LEEDS INTERNATIONAL MEDIIEVAL CONGRESS



6-9 JULY 2020

Craft Fair and Making Leeds Medieval

www.imc.leeds.ac.uk



UNIVERSITY OF LEEDS

International Medieval Congress

6-9 July 2020

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 2019 over 2,800 medievalists from all over the world attended the event. It is the largest conference of its kind in the world.

Drawing medievalists from over 59 countries, with over 2,000 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.



Medieval Craft Fair

The IMC Medieval Craft Fair takes place each year and is a highlight for delegates attending the International Medieval Congress.

It is attended by a wide variety of medieval craftspeople looking to display and sell their wares which have in the past included leather bags and pouches, historically-inspired woodwork and pyrography, historical reproduction jewellery, medieval and post-medieval reproduction pottery, and more!



Location

The fair will take place in Leeds University Union, a central location for much of the IMC 2020 academic and social programme. Leeds University Union is used for a number of sessions and is located next to the Refectory, the main dining area serving breakfast, lunch, and dinner.



'Making Leeds Medieval'

'Making Leeds Medieval', an end-of-Congress celebration event open to both delegates and the public, will once again be centred on University Square, Leeds University Union and in the Marquee. This area is the main social hub for delegates and will build on 2019's programme of activities which included craft demonstrations, craft stalls, musicians, re-enactors and live displays, such as combat and falconry. The Historical and Archaeological Societies fair will once again be coinciding with 'Making Leeds Medieval'.

Stall holders are invited to attend the Medieval Craft Fair and 'Making Leeds Medieval' with the option to stay in on-campus accommodation (additional charges apply). Stall holders are encouraged to bring their own display stands. All stalls are provided with tables. Gazebos are supplied to stalls located outdoors for 'Making Leeds Medieval'.

Medieval Craft Fair

Secure Storage

For those attending both events, overnight storage/dedicated security staff will be available.

Schedule

The Medieval Craft Fair will take place on Wednesday 8 July 2020 and 'Making Leeds Medieval' will take place on Thursday 9 July 2020.

	SET UP	OPENING TIMES	TAKE DOWN
MEDIEVAL CRAFT FAIR WEDNESDAY 8 JULY	08.00 - 10.30	10.30 - 19.30	19.30 - 21.30
'MAKING LEEDS MEDIEVAL' THURSDAY 9 JULY	08.00 - 10.30	10.30 - 18.00	18.00 - 21.00

Payment

Full payment must be received by 11 May 2020. 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 2020. Book by 29 November 2019 to guarantee a free listing in the IMC 2020 Programme. The early booking deadline discount of 10% is applicable when full payment is received before 10 January 2020.



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 11 May 2020.

As part of your registration, it is also possible to book meals and accommodation both on and off campus for the duration of your stay in Leeds. More information will be released by February 2020.

Access and Parking

Access for loading and unloading is available during the Set-Up and Take-Down times. One free exhibitor parking permit per day booked is included with your booking which will allow parking on or near to campus on Wednesday 8 July and Thursday 9 July 2020. Parking must be booked when you register.

IMC 2020

Stall Prices

Stall spaces are sold according to the number of tables booked - Please see plan for indicative layouts. A single stand provides you with one 1.8m x 0.8m table with standing/sitting space behind.

If you prefer not to use tables just indicate Space Only on your booking form - you will receive the same space without the tables.

If you would like to make the most of increased footfall and fantastic atmosphere in the outdoor precinct for Making Leeds Medieval please indicate on your booking form. Outdoor pitches will be of an equal or larger size than those inside the LUU Foyer.

	1 Day	2 Days
Single Stall	£73	£100

Includes 1.8m x 0.8m display table with standing/sitting space behind.
Single electrical socket on request.

Double Stall	£146	£200
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Includes two 1.8m x 0.8m display table with standing/sitting space behind.
Single electrical socket on request.

Triple Stall	£219	£300
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Three 1.8m x 0.8m display table with standing/sitting space behind.
Single electrical socket on request.
Straight formation or U-Shape depending on pitch selected.

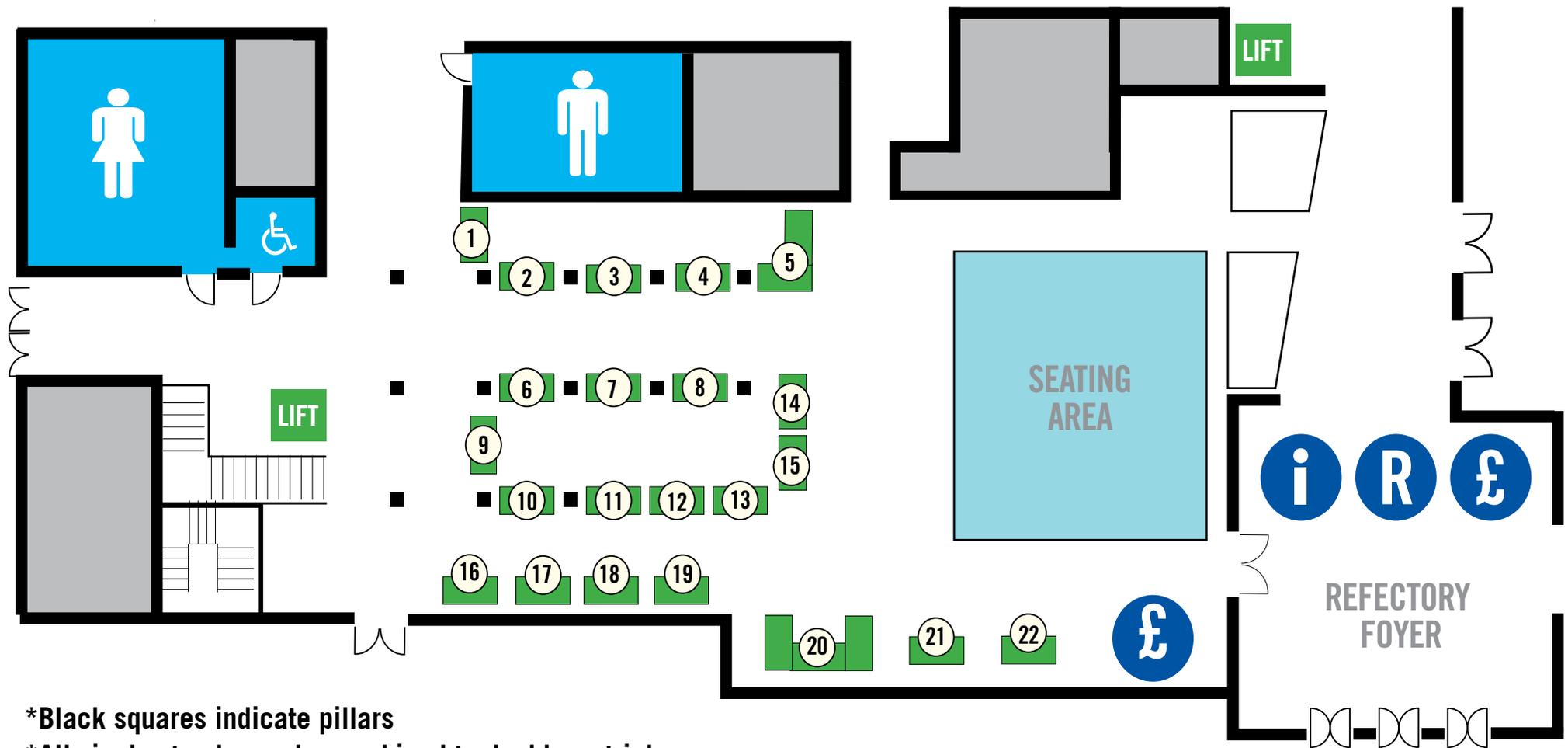
All prices shown are subject to UK VAT (currently at 20%).

**10% EARLY BOOKING DISCOUNT WHEN FULL
PAYMENT IS RECEIVED BY
10 JANUARY 2020**

International Medieval Congress 2020

Union Foyer (not to scale)

Indicative stall plan - Craft Fair



*Black squares indicate pillars

*All single stands can be combined to double or triple spaces

*Stand 5 is two tables and is bookable as a double stand only

*Stands 21 & 22 can be combined to offer either a double stand or horse-shoe triple stand as shown in Stand 20

TERMS AND CONDITIONS OF BOOKING

1. Exhibition space at the International Medieval Congress 2020 (IMC 2020) 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 2020 will secure a refund of 50% the total paid. There will be no refund for cancellations made after 31 May 2020.
4. All bookings are subject to the availability of space. Full payment must be received by 11 May 2020 and can be made by cheque, credit card, or debit card. Cheques should be made payable to 'University of Leeds - IMC 2020'. The early booking discount is applicable when full payment is received by 10 January 2020.
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. All attendees must agree to be bound by our Terms and Conditions and policies including our Dignity and Mutual Respect policies as detailed at <https://www.imc.leeds.ac.uk/registrations/terms/>
7. Your booking of exhibition space is an acknowledgement and acceptance of the set-up and opening times of the Craft Fair and Making Leeds Medieval as advertised in this booklet and in the IMC 2020 Programme. Exhibitors/stallholders/representatives must be present and their stands must be fully operational at all times during the published opening times of the Craft Fair and/or Making Leeds Medieval. Exhibitors should not pack up prior to closing time on the final day of their booking. Contravention of this condition will result in loss of any traditional pitch in the following years.
8. The IMC cannot guarantee to allocate a stand to you which exactly matches your preferred stand. We will provide the amount of space booked and paid for.
9. The University of Leeds takes all reasonable precautions for the security of exhibitors and their property at the IMC 2020. 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. Requesting an electrical socket means that we will endeavor to provide 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 requested them in advance.
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 2020 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/>

International Medieval Congress
University of Leeds
Leeds
LS2 9JT

Tel: 0113 343 3614
imc@leeds.ac.uk
www.imc.leeds.ac.uk