

61st International Congress on Medieval Studies (ICMS)
Western Michigan University, Kalamazoo, Michigan
May 14–16, 2026

The International Congress on Medieval Studies welcomes all types of vendors to the Exhibits Hall, including university presses, artisans, used and antiquarian book sellers, manuscript and facsimile dealers, and scholarly societies, as well as representatives of non-profit educational or cultural organizations. Please send questions regarding exhibiting at Congress to Marjorie Harrington (marjorie.harrington@wmich.edu).

Exhibits Hall

The Exhibits Hall is located inside Western Michigan University's student center, near academic sessions, meetings, and receptions. All exhibitor reservations also include a dedicated page on the ICMS meeting site where exhibitors can upload text, hyperlinks, images, and PDFs.

Reservations for exhibits must be made via our vendor portal, linked here:
wmich.edu/medievalcongress/exhibits-advertising

Rates

Table: \$600

Tables are 6' wide x 2' deep, covered, and skirted in black. Each table is provided with one or two chairs (as requested) and a booth number. Access to wi-fi and electricity is included.

Discount table: \$500

Discount tables are 6' wide x 2' deep, covered and skirted in black. Each table is provided with one or two chairs (as requested) and a booth number. These tables are located in the hallway and any valuables must be stored elsewhere when the Exhibits Hall is closed. Access to wi-fi and electricity is included.

Tabletop display shelf: \$100

A two-tier tabletop shelf unit. Each shelf is 11.5 inches deep and 6 feet wide, with 12 inches between shelves. Weight capacity is 75 pounds per shelf.

Deadlines

- Reservation deadline to appear in the printed program: January 1
- Final date to reserve a table: April 1

Submitting a reservation constitutes your acceptance of all terms and conditions contained in this packet. Reservations are taken on a first-come, first-served basis and may be made until the Exhibits Hall is full. The time of this reservation receipt determines your place in line.

After making your reservation, a confirmation email will be sent within one business day. If you do not receive confirmation, contact Marjorie Harrington (marjorie.harrington@wmich.edu).

Shipping

Arrangements for shipping (both incoming and outbound) exhibits materials for the Congress should be made in advance with WMU Student Center staff. Detailed instructions will be provided to exhibitors in early spring.

Exhibits Hall Hours

Setup

8 a.m. to 8 p.m. Wednesday, May 13

Exhibits staff will be on site until 8 p.m. to assist with setup. If you expect to arrive early or late on Wednesday, or not until Thursday, please notify us in advance.

Open Hours

8 a.m. to 6:30 p.m. Thursday, May 14

8 a.m. to 6:30 p.m. Friday, May 15

8 a.m. to 6:30 p.m. Saturday, May 16

Exhibitors may enter the hall at 7:30 a.m. each day. Sales should not take place outside the Exhibits Hall or outside designated open hours.

Teardown

6:30 p.m. to 8:30 p.m. Saturday, May 16

8 a.m. to 12 p.m. Sunday, May 17

The Exhibits Hall should be completely vacated by noon on Sunday. A limited number of staff members stay on site until teardown is complete. Medieval Institute staff cannot take responsibility for the safety of any materials left on the premises.

Terms and Conditions

Cancellation. Partial refunds are available in limited circumstances. If an exhibitor cancels before February 1 and a substitute exhibitor takes the space, the canceling exhibitor will receive a 90% refund of exhibits fees paid. If an exhibitor cancels between February 1 and March 1 and a substitute exhibitor takes the space, the canceling exhibitor will receive a 75% refund of exhibits fees paid. No refunds will be given for cancellation occurring after March 1. No refunds will be given, regardless of cancellation date, if a substitute does not occupy the exhibit space.

Liability. The exhibitor agrees to be solely responsible for any and all injury, loss, theft, or damage that occurs to the exhibitor, its agents, employees, and their property, from any cause. The exhibitor, upon submitting an Exhibits Hall reservation, releases the Medieval Institute, Western Michigan University, and their boards, officers, employees, and agents from any and all liability, and responsibility for injury, damage, and costs incurred by the exhibitor, its agents, employees, and their property which arise out of the exhibitor's participation in the International Congress on Medieval Studies.

If, for any reason, exhibition or display space or housing is not provided to the exhibitor, the exhibitor agrees that its sole remedy against the Medieval Institute and Western Michigan University shall be to have reservation fees and on-campus housing costs refunded.

Staffing. Exhibitors must arrange for their own staffing. Please do not plan to leave your exhibit space unstaffed. If you absolutely must leave your display unattended at times, please advise your neighbors and the exhibits staff as to your expected time of return; neither your neighbors nor our staff can be responsible for your display or for answering questions about your materials.

General Information for Exhibitors

The Student Center houses the Exhibits Hall; many sessions, business meetings, and receptions; various dining options, including several fast-casual options and a dining hall featuring 8 micro-restaurants; and inviting lounge spaces with stunning views of campus. Social hours (held in spaces adjacent to the Exhibits Hall) are from 5 to 6 p.m. on Thursday, Friday, and Saturday.

Congress participants arrange for their own housing. Options include the dorms on campus, as well as local B&Bs, motels, and hotels. On-campus housing, which is booked through the attendee registration process, is conveniently located but spartan. See the Congress website for information: wmich.edu/medievalcongress

Meal tickets for use in the dining hall are available for purchase during registration and at the door.

Exhibiting or advertising at Congress does not register you as an attendee; however, exhibitors will receive a discount code to register for free. Online registration will be available in February.