

Guidelines for Exhibitors

Checklist

Before the conference

- Books and display material for the exhibition can be sent in advance. These should arrive at the latest **13th June** and should be addressed as follows:

Jubilee Building
University of Sussex
Brighton BN1 9SL

01273 606755

Please ensure you mark your packages 'YOUR NAME – BRISMES 2014 – HAHP'

- Inserts to go in the conference delegate packs should be sent in advance. These should arrive at the latest **2nd June** and should be addressed as follows:

School of HAHP
University of Sussex

Brighton BN1 9QN

Please ensure you mark your packages 'YOUR NAME – BRISMES 2014 – HAHP'

- Artwork should be sent to brismes2014@gmail.com before **11th April**. Please ensure you title your email 'YOUR NAME – SIZE OF ADVERTISEMENT BOOKED – BRISMES 2014'
All files should be sent in **high resolution** PDF, EPS, or JPG with the original file color format as **CMYK** with all **fonts** embedded, outlined, or included in the email.
Please allow a **5mm bleed** on all sides around your artwork to insure the best quality of printing possible.

During the conference

- On Monday 16th June, all your books and display materials will be ready in the publishers' exhibition area in your allocated space at 8 am.
- It is your responsibility to unpack and layout all your material from 8am on Monday morning, when the exhibition opens to delegates.
- You will be able to leave materials on tables as they will be locked in overnight.
- The conference organisers cannot be held responsible for any loss, so please ensure to have someone present at your stand at all times.

After the conference

- If possible, please take all your remaining books and material with you at the end of the conference.
- If not, then please arrange for your boxes to be picked up from the History Department no later than **27th June 2014**. Please make sure to label your boxes clearly when repacking them.