

etc.venues

St Paul's 200 Aldersgate

North loading bay – EC1A 7EE

Exhibitor / Contractor Guide

Attached

Goods lift & loading bay forms
Address labels for delivering to and collecting from venue

Accessing the venue on first floor

Of the two loading bays, the **North Loading Bay** located on **Albion Way, EC1A 7EE** (just off Montague Street) serves **etc. venues St. Paul's**. This loading bay is open 0700 – 1900 hours on weekdays. On arrival, please inform the security at the rear of Loading Bay of the details of delivery or collection. The security would call one of our facilities assistant to guide you to the venue.

Please note: no vehicles to be left at the loading bay entrance longer than 20 minutes.

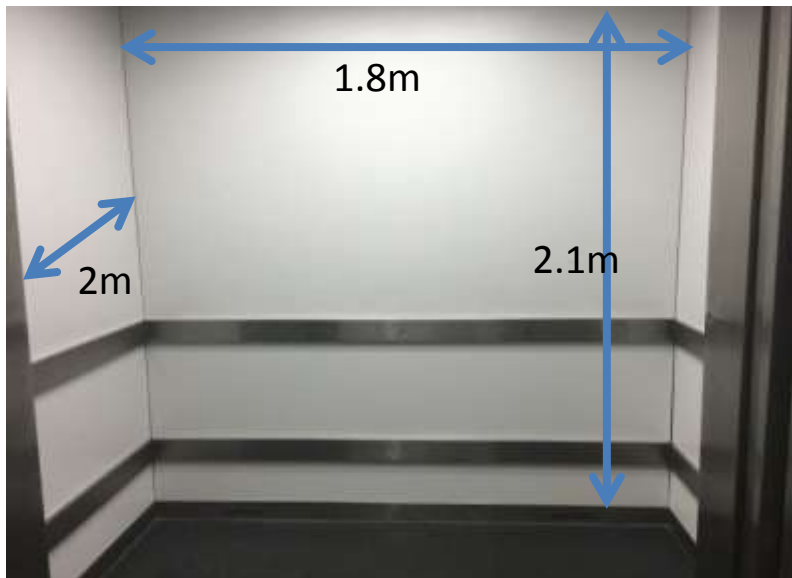
One needs to go through two different goods lifts to get to the venue on first floor from the loading bay.

Goods lift 1 on the loading bay platform level would take you (one level) down to the Lower Ground floor.

When you exit this lift, turn right, go past the four passenger lifts (not to be used for movement goods or trolleys), turn left through the door (just before the end of the corridor) to see the **Goods lift 2** on your right.

Take Goods lift 2 to the 1st floor (3 levels up) and turn left. etc.venues is through the glass fronted doors, located just around the corner.

Goods lift 1 (@ loading bay)				Goods lift 2			
	Height	Width	Depth		Height	Width	Depth
Door	2.1m	1.45m	-	Door	2.1m	1.5m	-
Cart	2m	2m	1.45m	Cart	2.1m	1.8m	2m



Our facilities team would guide and assist you from the loading bay to the venue (on first floor); however etc.venues cannot always guarantee that a member of staff will be available to assist throughout the whole of your arrival/departure process. You can hire a member of staff for £200+VAT per day to be dedicated to your event deliveries and helping with your setup/departure.

Please note the whole procedure can take up to 15 minutes each way depending on how busy the venue is and the demand on the goods lifts. etc.venues shall not be liable for any additional waiting charges. Please bear this in mind when planning the set up and de-rig schedule of events.

Any items too large to fit into the one of the goods lifts must be brought up via the escalators from the main entrance in the front, **ONLY during out of hours**, when the escalators will be stationary.

Out of hours access

Any items too large to fit into the one of the goods lifts must be brought up via the escalators from the main entrance in the front, ONLY during out of hours, when the escalators will be stationary.

If you are delivering or collecting outside of 0700 – 1900hrs, you would need to pre-book the north loading bay or the north reception entrance in prior as using the attached forms etc.venues is not a 24 hour operation and charges do apply if you require additional access time than what has been agreed with the client. Please consult your client (if you are a sponsor/exhibitor/supplier for an event at the venue) or venue event manager.

Whether loading in via north loading bay (1st picture) or north reception (2nd picture), vehicles could only be left for the duration of loading. Traffic wardens do patrol these areas and etc.venues has no influence and will accept no liability of any parking penalties.



Deliveries to the venue

We request that deliveries be made to the venue on Monday – Friday between 09:00 and 17:00. Please label up your materials and packages using the attached labels, for easy and quick identification at all times.

Please arrange for the materials for your event to arrive no earlier than 1 day prior to your event and to collect on the day after the end of the event, due to limited storage space. We cannot accept liability for any items that are left before or after these dates and the venue cannot be held responsible for any damage or theft of items onsite. Please advise your event manager if your items are unable to be collected during this time.