



etc.venues

# Exhibitor Information

etc.venues  
155 Bishopsgate  
EC2M 3YD





## **Introduction**

We would like to officially welcome you to etc.venues located on the first floor of 155 Bishopsgate, in the heart of the City of London.

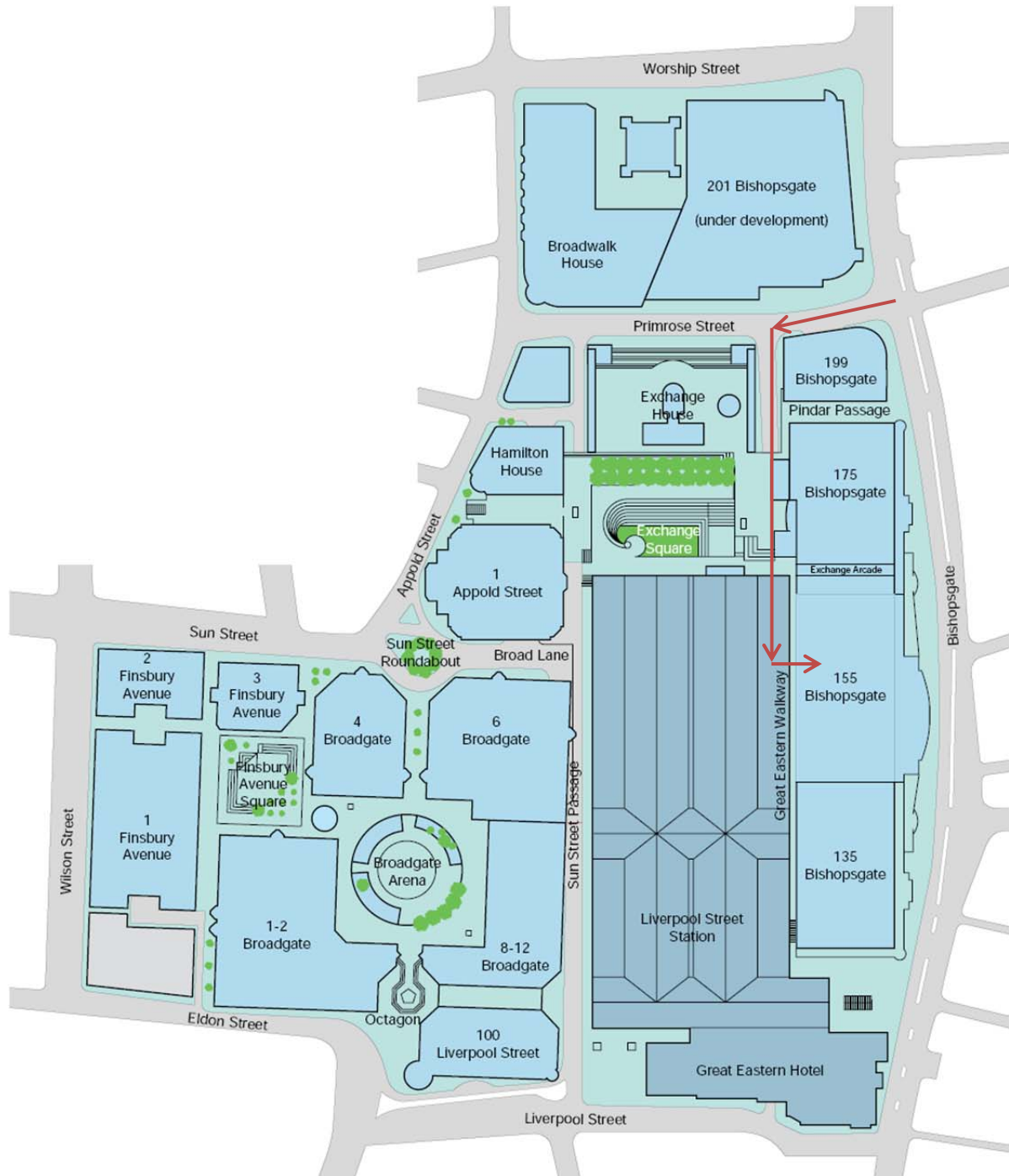
We have prepared this guide to help you in the planning process prior to your event and to eliminate any surprises ahead of your arrival to the venue. By following the guidelines in this pack, the process should be as smooth as possible.

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## Deliveries & Collections

etc venues 155 Bishopsgate  
 1<sup>st</sup> Floor,  
 155 Bishopsgate,  
 London,  
 EC2M 3TP





## **Tenancy Times**

The tenancy of the venue space is determined by the timings contracted. Any earlier or later access required outside this time e.g. for extended builds, will need to be discussed with your contact who will contact the Event Manager for the event.

## **Loading Bay**

etc venues loading bay is accessible via the service road off Primrose Street. This entrance is also utilised by other buildings on the Broadgate Estate with 155 Bishopsgate having its own dedicated loading bay to the building.

The entrance at Primrose Street is manned 24 hours a day, 365 days a year.

On arrival at the loading bay, please ensure all your materials are unloaded by the Goods Lift before calling it to ensure the fastest service is provided.

Unless pre agreed with the Event Manager all deliveries and collections must take no longer than 30 minutes.

## **Articulated Lorries**

Any vehicles over 17.5 tonne must be arranged for a pre-arranged time with your Event Manager. Arrival will need to be scheduled out of Loading Bay hours , if venue hire permits.

Any higher or longer (9.2meters and over) vehicles need to arrive out of hours and times need to be agreed with Event Manager, if venue hire permits.

## **Client Delivery / Collection Forms**

In order to ensure a smooth operation, please complete the Client Delivery / Collection Form (located in Appendix) and submit to your Event Manager at least one week prior to arrival.

All deliveries / collection are subject to approval by your Event Manager.



## Larger Build Stands

If you are building a larger stand, please be aware that you will need to sign and return the Exhibitor Venue Terms & Conditions document 5 working days prior the event. Please note that this needs to be counter signed by the Client before sending back.

## Access to Goods Lift

Once in the loading bay you are greeted by a lift. This is a manned service and is operational 7am – 7pm Monday to Friday . Although the Loading Bay may be open, please consult your contact for the Venue Hire times agreed for the event to ensure the venue is open for your arrival.

The exact dimensions of the Goods Lift are: 1.95m (w), 2.63m (L), 3.89 (H). The doors are: 2.70m (H) , 1.49m (W). Maximum weight is 3,100kg.

Any items that are larger than the lift dimensions need to be pre-arranged and agreed with your Event Manager 72 hours prior to arrival.

For heavier/larger deliveries, please note the platform to access the Good Lift level is 4ft high. There is only one parking space to access this level, therefore the immediate access to this platform cannot be guaranteed at your arrival.

Please be aware that the Goods Lift is utilised by other tenants within the building. Exclusive use of the Goods Lift cannot be guaranteed.

## Out of Hours

In relation to deliveries and collections, Out of Hours is defined as access to the Goods Lift at times that do not fall into 7am – 7pm Monday to Friday. In the event that you require access to the goods lift Out of Hours please discuss with your Client & the Event Manager.

**Please note:** No cars or vans can be left in the loading bay and there is a 30 minute limit for all vehicles in the Loading Bay. Please unload your goods as quickly as possible onto the landing level. Vehicles cannot be parked in the loading bay and any vehicles left on nearby streets are left at the drivers risk as wardens do patrol these areas regularly.

## Parking

There are no parking facilities at the venue. If your vehicle is similar in size to a transit van, there is limited space at the following car parks:

**Broadgate Car Park** - <http://www.broadgate.co.uk/Around/CarPark>

**Finsbury Square Car Park** - <http://www.ncp.co.uk/find-a-car-park/car-parks/london-finsbury-square/>

**Great Eastern Street** - <http://www.ncp.co.uk/find-a-car-park/car-parks/london-great-eastern-street/>

**Whites Row Car Park** - <http://www.cityoflondon.gov.uk/services/transport-and-streets/parking/where-to-park/car-parks/Pages/Whites-Row-car-park.aspx>

## Delivery / Collection Staff Support

etc. venues cannot always guarantee that a member of staff will be available to assist throughout the your arrival and departure process. A member of staff can be hired for £200.00+VAT per day (up to eight hours) to be dedicated to your event when it comes to deliveries and helping with your setup / departure.

## Exhibitors / Client Materials

Please fill out the Client Delivery Label (Appendix 1) and attach to the outside of each item being delivered to and collected from the venue. Any items without these labels may not be accepted for security reasons.

All materials must come up via the Loading Bay and Goods Lift. Any large deliveries not made by a courier must have a loading bay form (Appendix 1) completed and returned to the venue Event Manager 5 working days prior the event.

Materials for your event should arrive no earlier than 1 day prior to the start of your event and should be collected no later than 24 hours after your event, due to limited storage space. Any items left at the venue beyond this time frame may be disposed of without warning. 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.



## Couriers

Upon closure of the event, if you are leaving any materials to be couriered back, please agree with the venue Event Manager prior to departure.

Please utilise the Client Delivery Labels (Appendix 1) when utilising couriers to ensure that your goods can be tracked upon arrival and collection.

Please ensure the courier is aware of what they are collecting and where they are delivering to as it speeds up their collection process when they arrive at the venue. On arrival to the loading bay they can call the venue for assistance: 020 3735 4400

**Please Note:** *The whole procedure can take up to 15 minutes each way depending on how busy the venue is and the demand of the goods lifts and any additional wait time charges cannot be paid for by etc. venues. Please bear this in mind when planning the set up and de-rig schedule of events.*

**Congestion Charge** - <http://www.tfl.gov.uk/modes/driving/congestion-charge>

## Hiring Additional Equipment: etc. venues 155 Bishopsgate AV Price List

### TV Monitors

24" HD Screen - £150.00 +VAT/day

46" HD Screen - £260.00 +VAT/day

55" HD Screen – £310.00 + VAT/day

75" HD Screen – £580.00 + VAT/day

*All these screens have VGA or HDMI inputs for laptops, and come with built in speakers and (apart from the 24") a floor stand. Subject to availability.*

### Dedicated Internet (wifi or hardwired)

20Mb connection at £150+VAT/day

40Mb connection at £300+VAT/day

60Mb connection at £450+VAT/day

*We have a limited number of lines we can offer. All of these are subject to availability*



## Appendix 1: Client Delivery Labels & Loading Bay Forms

**Delivery Label to Venue:** please use this form when sending your packages to the event

<b>To:</b> etc venues 155 Bishopsgate, 1 <sup>st</sup> Floor 155 Bishopsgate, London, EC2M 3TP  Tel: +44 (0) 20 3735 4400  Your Events Manager's name _____	<b>FAO</b> Your Representative's name _____  Your Telephone Number: _____  Your Company Name _____  Package _____ of _____
<b>NAME AND DATE OF EVENT</b> _____	

Please complete and securely attach one label to the outside of each of your packages

**Delivery Label from Venue:** please use this form when arranging pick-up of your packages after the event

<b>To:</b> Contact (must be a member of your company): Company Name: Address:  Country: Contact telephone number: Collection date: Courier: Courier reference:	_____ _____ _____  _____ _____ _____ _____ _____
Package _____ of _____	

Please complete and securely attach one label to the outside of each of your packages





**LOADING BAY DELIVERY INFORMATION FORM**

**Company delivering:** \_\_\_\_\_

**Vehicle Reg:** \_\_\_\_\_

**Vehicle Size:** \_\_\_\_\_ **Width:** \_\_\_\_\_

**Vehicle Height:** \_\_\_\_\_ **Length:** \_\_\_\_\_

**Date Required:** \_\_\_\_\_

**Time of Arrival:** \_\_\_\_\_

**Approx Length of Stay:** \_\_\_\_\_

**Description of Goods:** \_\_\_\_\_

**Recipient's Name:** \_\_\_\_\_

**Recipient's Company:** \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

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**Signature of Recipient:** \_\_\_\_\_

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LOADING BAY COLLECTION INFORMATION FORM

**Company Collecting:**

**Vehicle Reg:**

**Vehicle Size:**

**Width:**

**Length:**

**Vehicle Height:**

**Date of Removal:**

**Time of Departure:**

**Approx Length of Stay:**

**Description of Goods:**

**Sender's Name:**

**Senders Company:**

**Additional Information:**

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**Signature of Sender:**

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## Appendix 2: Exhibitor Venue Terms & Conditions

Hello,

Below outlines the terms and conditions for the delivery, build and de-rig of any build taking place in etc venues 155 Bishopsgate. Please read the below and then sign and date this document to show that the below is fully understood and will be adhered to.

- Only a rubber wheeled pallet truck may be used to transport this set
- Ply wood boarding must be between the venue tiles and the pallet truck wheels at all times
- At no time will the wheels of the pallet truck be directly in contact with the venue tiles
- Any damage incurred during your tenancy may incur charges
- All pallet trucks and materials comply with venue measurements and fit within the goods lift and venue doors
- On arrival at the loading bay, please ensure all your materials are unloaded by the Goods Lift before calling it to ensure the fastest service is provided.
- Unless pre agreed with your Event Manager all deliveries and collections should take no longer than 30 minutes.

You will not be allowed on site with this equipment until this document has been signed and returned.

If you could both sign and date this document and then send this back to your Event Manager 5 working days prior to the event that would be great.

Kind Regards,

etc venues 155 Bishopsgate

I have understood and agreed to the above points discussed:

NAME (Event Organiser):

DATE

SIGNED

I have understood and agreed to the above points discussed:

NAME (Exhibitor):

DATE

SIGNED