



EXHIBITORS INFORMATION

General Information

Edinburgh Conference Centre Ltd is conscious of its Environmental responsibilities and looks to all event organisers and exhibitors to take environmental issues into consideration. Every effort must be made to use the maximum amount of recyclable materials in packaging and minimise wastage. Event Organizers and Exhibitors are responsible for the removal of all items from the venue post event. Edinburgh Conference Centre will dispose of any items not removed and may recharge exhibitors or organizers if costs are incurred.

Set up and Breakdown

Access to the James Watt Centre Auditorium can be provided from 15.30 – 18.00hrs on Monday 25 June 2018

Tables must be cleared by 17.00hrs on Wednesday 27 June 2018

Unloading / Loading

Deliveries and Collections should be made at the James Watt Centre Loading bay to the rear of the Conference Centre – Gait 9 clearly signposted.

Please note space is very limited, exhibitors should unload as swiftly as possible and then remove their vehicles to one of the car parks. **NO VEHICLE MUST BE PARKED UP AT ANY TIME.**

The following rules are designed to make life easier for all users of this area.

- Drivers must follow instructions from venue staff.
- Drivers must know who and for what event the delivery is for.
- Deliveries must be clearly marked with Event name and stand number if known
- Drivers must remove their vehicles expeditiously.

Parking

Exhibitors, delegates or visitors must park in designated visitor car parks; A, B, J and H.

Hall Flooring

The floor in the main hall is hardwood. Nothing may be fixed to the flooring. Tables and chairs suitable for use on these surfaces are provided by the venue.

Cleaning – Hall and Stand

The venue arranges for the cleaning of all public areas and walkways. Cleaners will not touch, move or clean exhibits. Exhibitors should remove large amounts of waste for disposal during an event to the service area from where the venue staff will dispose of it. Please help by ensuring boxes are flattened etc.

Cloakroom

A non staffed cloakroom facility is located in the lounge area of the centre. Items left there are at the owners' risk. The Conference Centre takes no responsibility for loss of items left in this area.

Deliveries

Space in the Conference centre loading bay is limited therefore we reserve the right to refuse deliveries for events other than on agreed dates or by prior agreement. Deliveries will only be accepted during office hours. All items delivered **MUST** be clearly marked with the name of the consignee, the event name, date of the event and stand number if known and sent to:

Edinburgh Conference Centre Loading Bay
Gait 9 Heriot-Watt University
Riccarton
Edinburgh EH14 4AS

Goods / deliveries received will remain at consignor's own risk the venue accepts no liability for items delivered.

It is the responsibility of exhibitors to arrange for the collections of items post event, the venue will not act as consignor in these instances.

Please note that whilst we have a loading bay and a scissor lift we do not have equipment for off loading from lorry beds.



Courier Service

Agreed dates for courier collections/deliveries (Edinburgh Conference Centre Loading Bay, Gait 9 Heriot-Watt University, Riccarton, Edinburgh EH14 4AS)

Deliveries: Monday 25 June 2018

Collections: Friday 29 June 2018

Goods may be delivered or collected by courier services provided the agreed dates are adhered to. Edinburgh Conference Centre Ltd accepts no responsibility for this and all costs must be pre paid by the consignor. All deliveries made this way must be clearly labelled with consignees, event, company and stand details. For returns the venue must be advised of the courier company and the date of collection.

Damage

Edinburgh Conference Centre takes every effort to maintain its venues in a good condition, event organizers will be held financially responsible for the full cost of repairs resulting from damaged caused by exhibitors or their agents. Event Organisers are strongly recommended to ensure that they have insurance in place to cover this and other eventualities.

Electrics

To comply with Health and Safety requirements and venue policies all connections to the electrical supply must be made by the official contractor. The venue requires all electrical equipment to be used on site to be accompanied by a recent and valid PAT certificate. The venue reserves the right to prevent and / or remove items deemed unsafe or uncertified.

Fire Precautions

The venue is covered by an automatic fire alarm system with a siren sounder. In the event of an activation all users must evacuate the premises. Exhibitors should switch off all electrical equipment and clear the building via the nearest indicated fire exit.

First Aid

The venue makes use of the service of qualified First Aiders located within the Security Control team. In the event of need contact Control using the nearest Red Phone or call #2222 on any internal phone.

Storage

Space back of house is very limited, exhibit packing materials may be stored in this area during an event only. Items left without prior agreement past event in this area may be disposed of, any costs resulting will be recharged.

Insurance

Organisers and Exhibitors are strongly recommended to have suitable insurance in place. The venue accepts no responsibility for deliveries, items on site during events and items left for collection post event. Please check with your insurance company to ensure you have suitable cover.

T.D May 18