

etc.venues

Exhibitor Welcome Pack

etc. venues 155 Bishopsgate, EC2M 3YD



Introduction

We would like to officially welcome you to etc.venues 155 Bishopsgate.

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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Enhancing your stand

We have a number of opportunities to enhance your stand. Please see below a list of opportunities to enhance your stand. If you require a quote or additional information, please contact your Event Manager and they will be able to assist. If there is anything over and above this list that you require, please do not hesitate to get in touch.

Audio Visual

Wanting to add additional internet or a plasma screen? Below are the costs to do so. Please do not hesitate to get in touch with the Event Manger on site who will be able to arrange this and process the invoice.

TV Monitors

24" HD Screen - £165+VAT/day

46" HD Screen - £270+VAT/day

55" HD Screen – £320+VAT/day

75" HD Screen – £595+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. Monitors are not USB compatible without a laptop; please consult your Event Manager

Dedicated Internet (wifi or hardwired)

20Mb connection at £150+VAT/day

30Mb connection at £200+VAT/day

50Mb connection at £300+VAT/day

60Mb connection at £450+VAT/day

100Mb connection at £600+VAT/day

200Mb connection at £800+VAT/day

Branding opportunities

There are a number of opportunities to brand your stand from vinyls to branded cupcakes. Ideas of what we have done previously are outlined below so please do not hesitate to get in touch with either your contact or your onsite Event Manger for further details.

- Branded paper cups for the coffee machines
- Brand wooden panels above the coffee machines
- Branded cupcakes / brownies
- Personalised wifi
- Additional furniture

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 for the Event Organisers, who will contact the relevant Venue Event Manager.

Deliveries & Collections

All materials must come up via the Loading Bay and should arrive no earlier than 24 hours prior to the start of your event (Monday to Friday), unless agreed otherwise. They should be collected no later than 24 hours after your event.

etc. venues reserves the right to refuse early deliveries and dispose of any items left on site after the agreed timeframe. Charges may apply.

It is important that all items sent to the venue are visibly labelled. We would suggest you use the Client Delivery Labels in the appendix 1. If items are not labelled, we cannot guarantee we will be able to locate them.

Please note

Whilst reasonable efforts are made to ensure safety and security of the equipment and deliveries when in storage and whilst being moved around the venue, etc. venues does not accept any liability for any theft or loss of or damage to your and/or any visitors' property. This includes during set up/ der-rig and/or event day.

Goods Lift Dimensions

The exact dimensions of the Goods Lift are: **1.95m (W) x 2.63m (L) x 3.89 (H)**.

The doors are: **2.70m (H), 1.49m (W)**. Maximum weight is 3,100kg.

Please ensure any item delivered fit in the lift, as there is no alternative access to the venue for deliveries.

Loading Bay

etc. venues loading bay is accessible via the service road off Primrose Street (Please see map in appendix 4). The service road is also utilised by other buildings along the Broadgate Estate, but 155 Bishopsgate has its own dedicated loading bay access to the building.

Exclusive use of the Goods Lift cannot be guaranteed as it is a shared lift. On arrival to the loading bay, please ensure all your materials are unloaded before calling it to ensure the fastest service is provided.

Unless agreed with your Event Manager, all deliveries and collections should take no longer than 30 minutes. Please be aware that Monday mornings is the busiest time.

Loading bay is opened & manned Monday – Saturday 07.00 – 19.00 but this can be opened for the duration of your contracted set up & de-rig times. Please liaise with your Event Manager should an extension of the loading bay timings be required.

Please note: *No cars or vans can be left in the loading bay and there is a 30 minute limit between 07.00 – 19.00 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 driver's risk as wardens do patrol these areas regularly.*

For heavier/larger deliveries, please note that the platform to access the Goods 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.

No deliveries can be left in the Loading bay area, any items left behind will be disposed of by Building management.

Articulated Lorries

Due to loading bay restrictions, any lorries over 17.5 tonne & longer than 9.2 metres, articulated lorries included, are only permitted out of hours (19.00 – 07.00). Please agree arrival times with your Event Manager.

Lorries cannot be higher than 4.2 metres high due to height restrictions.

Storage

Please be aware that we have no storage onsite for large items or flight cases. Storage either needs to be built on site in allocated space or flight cases need to be taken off site. Please always check with your Event Manager if you would like to store anything on site.

Collections

Upon closure of the event, you will need to agree with your Event Manager prior to departure if you are leaving any materials to be couriered back. The collection will need to occur within 24 hours.

Please utilise the Client Delivery Labels 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. On arrival to the loading bay they can call the venue for assistance: 020 3735 4400

Left items

Any unwanted collateral leftover from your event such as empty boxes, magazines, banners, Foamex boards etc... will be charged a removal charge of £50.00 + VAT per item.

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 (Appendix 3), 5 working days prior the event. Please note that this needs to be counter signed by the Client before sending back.

Transport

Public Transport

The closest underground and railway stations to the venue are: Liverpool Street, Moorgate and Shoreditch High Street:

- Liverpool Street Underground Service – Central, Circle, Hammersmith & City, Metropolitan lines.
- Liverpool Street Railway Service – Greater Anglia
- Moorgate Underground Service - Circle, Hammersmith & City, Metropolitan & Northern Lines.
- Moorgate Railway Service – First Capital Connect
- Shoreditch High Street - Overground

Driving

Congestion Charge

Please visit the TFL website for information on the congestion charge & Ultra-Low Emission Zone charge.

- <https://tfl.gov.uk/modes/driving/congestion-charge?intcmp=2053>
- <https://tfl.gov.uk/modes/driving/ultra-low-emission-zone>

Parking

We do not have parking facilities within 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 (underneath Broadwalk House), EC2A 2EW,
<https://www.broadgate.co.uk/getting-here/parking>
- Finsbury Square car park, EC2A 1AD
<https://www.ncp.co.uk/find-a-car-park/car-parks/london-finsbury-square/>
- Great Eastern Street car park, EC2A 3ER
<https://www.parkme.com/en-gb/lot/111685/great-eastern-street-car-park-london-uk>
- Grey Eagle street car park, E1 6SN.
https://en.parkopedia.co.uk/parking/carpark/grey_eagle_street/e1/london/?arriving=202001101800&leaving=202001102000

Taxi Ranks

There are two taxi ranks located near the venue: one located on Liverpool Street and one located off Platform 10, inside Liverpool Street Station.

Local information

Restaurants in the local area

NAME	ADDRESS / DISTANCE	PHONE NUMBER/ WEBSITE	TYPE OF CUISINE
Gaicho Broadgate	<u>5 Finsbury Avenue, London EC2M 2PG</u> <i>6 mins walk</i>	Tel: 020 7256 6877 https://gauchorestaurants.com/restaurants/broadgate/	Argentinian - Steak
Eastway Brasserie	<u>Andaz, 40 Liverpool Street London EC2M 7QN</u> <i>6 mins walk</i>	Tel: 020 7618 7400 http://www.andazdining.com	British
Galvin La Chapelle	<u>St Botolphs Hall, 35 Spital Square London E1 6DY</u> <i>2 mins walk</i>	Tel: 020 3641 8317 https://galvinrestaurants.com/restaurants/galvin-la-chapelle-the-city-michelin-star/	Modern European
Cinnamon Kitchen	<u>9 Devonshire Square, London EC2M 4WY</u> <i>4 mins walk</i>	Tel: 020 7626 5000 https://www.cinnamon-kitchen.com/london-city/	Indian
Kenza Restaurant	<u>10 Devonshire Square London EC2M 4YP</u> <i>4 mins walk</i>	Tel: 020 7929 5533 http://www.kenza-restaurant.com/	Middle Eastern
Sushisamba	<u>Heron Tower 110 Bishopsgate, London EC2N 4AY</u> <i>3 mins walk</i>	Tel: 020 3640 7330 https://www.sushisamba.com/locations/uk/london-heron-tower	Japanese

Bars in the Local Area

NAME	ADDRESS / DISTANCE	PHONE NUMBER/ WEBSITE
The Woodins Shades	<u>212 Bishopsgate London EC2M 4PT</u> <i>2 mins walk</i>	Tel: 020 7247 4324 http://www.nicholsonspubs.co.uk/thewoodinsshadesbishopsgatelondon/
The Queen of Hoxton	<u>1-5 Curtain Road, London EC2A 3JX</u> <i>5 mins walk</i>	Tel: 020 7422 0958 http://www.queenofhoxton.com/
Hamilton Hall	<u>Street-level Concourse, Liverpool Street Railway Station London EC2M 7PY</u> <i>2 mins walk</i>	Tel: 020 7247 3579 http://www.jdwetherspoon.co.uk/home/pubs/hamilton-hall
The Williams Ale & Cider House	<u>22 Artillery Lane London E1 7LS</u> <i>3 mins walk</i>	Tel: 020 7247 5163 https://www.williamsspitalfields.com/
The Ten Bells	<u>84 Commercial St, London E1 6LY</u> <i>5 mins walk</i>	Tel: 020 7366 1721 https://www.tenbells.com/
Lady Abercorn's Pub & Kitchen	<u>40 Liverpool Street London, EC2M 7QN</u> <i>3 mins walk</i>	Tel: 020 7618 7200 http://www.andazdining.com
Be at One Liverpool Street	<u>45 Old Broad St, London EC2N 1HU</u> <i>6 mins walk</i>	Tel: 020 7588 4845 https://www.beatone.co.uk/liverpool-street
Dirty Martini Bishopsgate	<u>158 Bishopsgate, London EC2M 4LN</u> <i>2 mins walk</i>	Tel: 0844 371 2550 https://dirtymartini.uk.com/bars/bishopsgate

Hotels in the Local Area

Hotel Name	Address	Star Rating	Reservations
The Andaz	40 Liverpool Street EC2M 7QN Distance: 500 ft	5*	Tel: 020 7961 1234 Email: guestservices.londonliv@andaz.com Website: www.andaz.hyatt.com
Threadneedles Hotel	5 Threadneedle Street, EC2R 8AY Distance: 0.5 miles	5*	Tel: 020 7657 8080 Email: resthreadneedles@theetoncollection.co.uk Website: www.theetoncollection.com
South Place Hotel	3 South Place, EC2M 2AF Distance: 0.5 miles	5*	Tel: 0203 503 0000 Email: hello@southplacehotel.com Website: www.southplacehotel.com
The Boundary	2-4 Boundary St, E2 7DD Distance: 0.4 miles	5*	Tel: 020 7836 2400 Email: rooms@theboundary.co.uk Website: www.theboundary.co.uk
Apex London Wall Hotel	7-9 Copthall Avenue, EC2R 7NJ Distance: 0.5 miles	4*	Tel: 020 7562 3030 Email: London.reservations@apexhotels.co.uk Website: www.apexhotels.co .
Hoxton Hotel	81 Great Eastern Street, EC2A 3HU Distance: 0.6 miles	4*	Tel: 020 7829 7009 Email: info@hoxtonhotels.com Website: https://thehoxton.com/london/shoreditch/
Dorsett City London	9 Aldgate High Street, EC3N 1AH Distance: 0.5 miles	4*	Website: www.dorsetthotels.com
The Montcalm City Hotels	52 Chiswell Street, EC1Y 4SA, London	5*	Website: http://www.themontcalmlondoncity.co.uk/ Email: brigita@themontcalm.com

Appendix 1: Client Delivery labels

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

To: etc venues 155 Bishopsgate, 1 st Floor 155 Bishopsgate, London, EC2M 3TP Tel: +44 (0) 20 3735 4400 Your Events Manager's name Delphine Lohezic	FAO Your Representative's name _____ Your Telephone Number: _____ Your Company Name _____ Package _____ of _____
NAME AND DATE OF EVENT 2022 European Meeting of ISMPP / 25-26 January 2022	
Please complete and securely attach to your packages to be delivered	

Delivery Label from Venue: please use this form when collecting your packages after the event

To: 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 to your packages to be collected	

Appendix 2: Loading Bay Location

etc venues 155 Bishopsgate
1st Floor,
155 Bishopsgate,
London,
EC2M 3TP



