

Exhibitor Information

Exhibitors need to be advised of the following :

- Delivery of stands and marketing materials is via the Portugal Street delivery entrance at the rear of the College. This door is open between 7am and 5pm, Monday to Friday
- If exhibitors need to drop off stands the day before this can be done via the Portugal Street entrance anytime prior to 5pm. Stands/boxes must be marked clearly with the company name, event date and marked for the attention of the Facilities Department
- There are a lot of metered parking bays in the area but they are expensive and have limited time. Wardens are very pro-active!!
- We can provide exhibitors with a 6ft trestle table, one cloth and chairs. Please let us know requirements in advance
- All fire exits, doorways and pedestrian routes must be kept clear of any obstruction
- Stands must be kept well away from any paintings and chairs must be placed behind stands to prevent them toppling onto paintings
- Exhibitors need to take out their own insurance against accidental damage, loss or theft
- Stands must be dismantled and removed on the final day of the event
- Exhibitors should bring their own extension leads as there is no guarantee any can be provided on the day. Power is generally single socket 13 amp only
- College staff are unable to load or unload vehicles.-
- Equipment that has been left post-event for courier collection must be well sealed and labelled and accompanied by a completed Courier Collection form as attached, to reduce the risk of return errors.
- The College cannot accept responsibility for loss of items left overnight

Courier Collection Form

We are happy for you to leave items for Collection by a Courier however in order to minimise losses and errors we do require the following information:

Name of Co-ordinator	
Contact Phone Number	
Company Name	
Date of Event	
Delivery Address	
No./Description of items	
Name of Courier Company	

Please note that the responsibility for sealing packages and arranging collection lies with yourselves. Please also note that we do not have a lockable area for these items and therefore while we will do our best for you we cannot accept any responsibility for any items lost, collected in error or not collected at all

Signature

Collection

No of Items Collected	
Name of Courier & Company	
Date & Time	

Delivery/Collection of Goods

Pre-Event

If you are having goods delivered to your stand by outside contractors, please mark any goods clearly as follows:-

Conference Event Title:

RCS Conference coordinator :

Exhibitors Name

Exhibitors Exhibition Company

Exhibitors Telephone Number

The Royal College of Surgeons
35-43 Lincoln's Inn Fields
London. WC2A 3PE

All deliveries must be delivered through the Portugal Road entrance.

Please advise the Facilities Office at the Royal College of Surgeons of any items that will arrive or are to be collected without the exhibitor present.

Please note that due to Health & Safety Regulations delivering goods to stands during the opening hours of the exhibition are not permitted.

Post-Event

Equipment may be left for post-event for collection, but must be clearly labeled with the following information and a courier collection form (provided on the day) must be completed:

- Exhibitor name
- Courier details
- Expected time of collection
- Contact number should courier not collect