

Exhibitor Information Pack

Convene at 155 Bishopsgate



Introduction

Your Guide to the Venue

We would like to officially welcome you to Convene 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.

Events Delivery Team

Venue Location

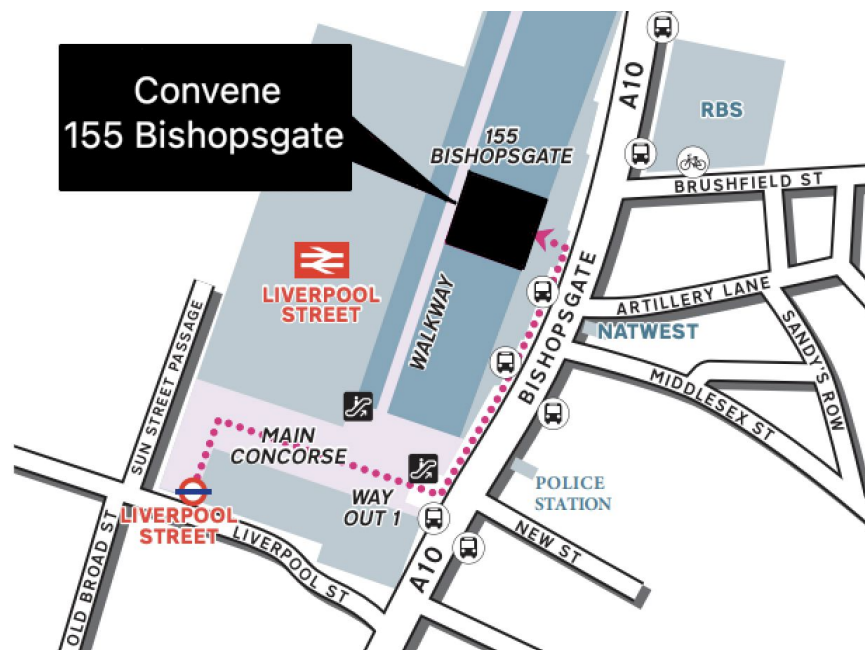
Maps & Directions

Convene 155 Bishopsgate is conveniently located in The City. Situated minutes from Liverpool Street station, the venue is easy to reach from a number of train, underground and bus routes.

The closest underground and railway stations to the venue are Liverpool Street, Moorgate, Shoreditch High Street, Aldgate, Tower Hill.

Venue Address Formats:

| General Address | Satellite Navigation | Loading Bay / Delivery Address |
|---|----------------------|--|
| 155 Bishopsgate Liverpool Street London EC2M 3YD | 51.518700, -0.079943 | 155 Bishopsgate 1st Floor Liverpool Street London EC2M 3TP |



You can link the directions to the venue from the below hyperlink or online via our venue website. The maps clearly mark directions to/from mainline train stations, bus routes, cycle routes and pedestrian access.

[Downloadable Venue Directions](#)

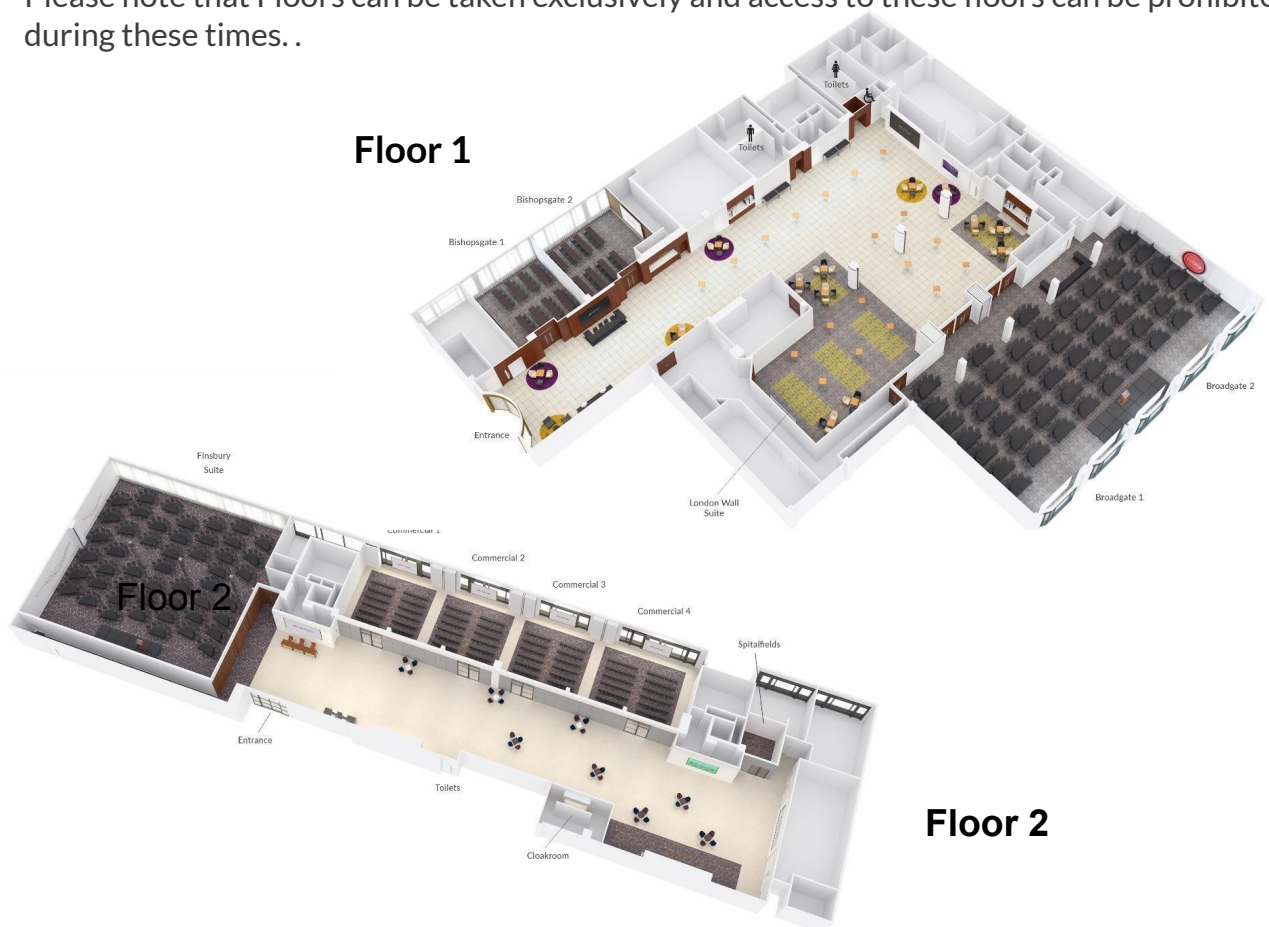
Venue Layout

Floorplans & Capacities

Convene 155 Bishopsgate is located on Floor 1 and 2 (One and Two) of the 155 Bishopsgate building. Access to the venue is via the escalator located inside the 155 entrance. Both floors are expansive with multiple suites on each floor which can accommodate large groups within an abundance of space.

Your event contract will list the rooms included in your hire. Should you need to add additional spaces or want to have clarification on best use of the spaces you have booked, please do ask your Event Production Manager or your sales contact.

Please note that Floors can be taken exclusively and access to these floors can be prohibited during these times. .



Our venue Floorplans and Capacities can be viewed and downloaded as PDF Files on our venue website. We encourage our guests to limit printing where possible and ask that digital versions of our floorplans should be given to guests where possible via links.

[Venue Floorplan PDFs](#)

[Interactive Venue Floorplans](#) - Select Floorplans

General Access

Venue Arrival & Directions

Follow Bishopsgate past the entrance to 135 Bishopsgate. Turn left up the external arcade stairs. Enter 155 Bishopsgate, once inside take the escalator up to the first floor.

If your event is on the first floor, at the top of the escalator turn right and enter the double doors into the Convene 155 Bishopsgate first floor reception.

If your event is on the second floor, at the top of the escalator turn right and talk to the person located at the lectern to let you through the barriers and direct you to the second floor.



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 Production 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 venue Event Manager who will be able to arrange this and process the invoice.

TV Monitors

24" HD Screen - £90+VAT/day
43/49" HD Screen - £220+VAT/day
55" HD Screen - £260+VAT/day
75" HD Screen - £550+VAT/day

All orders are subject to a delivery/collection charge, starting from £170+VAT.

All these screens have HDMI inputs for laptop 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 Production Manager

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 Production Manager 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.

Food Disclaimers

If you are planning to bring any form of food or beverage onto site, this is subject to prior agreement from your Event Manager and you will be required to fill in one of our food disclaimer forms, please consult your Event Production Manager if this is the case.

Please note Convene takes no responsibility for any food that is consumed on the premises which has been purchased from another supplier.

Deliveries & Collections

Small deliveries for event materials can be sent over to the venue and should arrive no earlier than 24 hours prior to the start of your event (**Monday to Friday, between 8.00am and 5.00pm**), unless agreed otherwise. They should be collected no later than 24 hours after your event.

Large deliveries & collection (such as furniture, AV equipment Convene...) should be organised within your tenancy timings.

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

All deliveries and collections to Convene 155 Bishopsgate must be recorded using the Fulcrum system following a change in loading bay operations. Register using the following link and fill out the appropriate details. <https://wj-fulcrum.co.uk/login>

On successful registration of your account, login and add a booking providing all relevant details about your delivery, with date & approximate time and with your Event Production Manager as the venue contact.

Please use the Client Delivery labels (which are attached & also contained in this document) when organising deliveries and collections. This ensures ease of access into the venue and aides in the location of items in our stores.

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, Convene 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.

Please ensure couriers are aware of where they are collecting from/ delivering to as it speeds up their delivery process when they arrive at the venue loading bay. Items must be clearly labelled.

We can help both you and the couriers with these 4 easy steps.

1

Label Items Clearly

Label your items clearly using our attached Delivery & Collection labels

2

Register all deliveries & collections on Fulcrum system

See above link

3

Provide Your Courier With Our Loading Bay Instructions

We have created a map to make it easier for couriers to locate the loading bay

4

Business Hours timings

Do not organise pick-up or deliveries outside of business hours (Monday to Friday 8am to 5pm) without prior approval

Convene
155 Bishopsgate
1st Floor
London
EC2M 3TP



Loading bay & Goods Lift

Access Information

All deliveries must come up via the Loading Bay and goods lift, which dimensions are as follows

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

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.

| | Lift Dimensions | Lift Door Dimensions |
|-----------------|-----------------|----------------------|
| Height (metres) | 3.89m | 2.70m |
| Depth (metres) | 2.63 | N/A |
| Width (metres) | 1.95 | 1.49 |

Additional Loading Bay Information

The service road to access the loading bay 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. Access to the Loading bay & Goods lift is on a first come first served basis and you might be required to wait upon arrival if the service road & loading bay are busy.

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.

Loading bay is opened & manned as standard Monday – Saturday 07.00 – 18.00 but 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 drivers risk as wardens do patrol these areas regularly.

Loading bay

Access Information

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.

Articulated Lorries

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

Lorries cannot be higher than 4.0 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 Production Manager if you would like to store anything on site.

Collections & Large Stands

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 1), 5 working days prior the event. Please note that this needs to be countersigned by the Client before sending back. All deliveries in this instance would need to take place within the agreed tenancy times.

Exhibitor Venue Terms & Conditions

Undertaking From Sponsors, Exhibitors and AV Suppliers

- 1) All work will be carried out in a safe manner, without causing any hazards to the venue structure, clients, venue team and their property. Will procure own public liability insurance and risk assessments as necessary.
- 2) No fire exits or corridors will be blocked during or after the set up.
- 3) **Any setup / derig will be done within agreed event tenancy hours.** Should any additional time be required, the venue is to be made aware as soon as possible. Additional times are subject to availability and will be chargeable per hour as stated in the contract. For **AV suppliers**, should you need more time on the day of the set-up or de-rig, please agree additional hours with your client.
- 4) Loading bay procedure and lift etiquette are to be observed. Loading /unloading is to be done in the loading bay only. No loading / unloading permitted through the building's front entrance
- 5) Parking is not permitted in the loading bay, any loading / unloading should be done within 30 minutes unless otherwise agreed with your event manager.
- 6) Lift doors are not to be kept open with flight cases or other items. **Not respecting this rule will cause the lift to stop working completely.**
- 7) Care will be taken at all times when transporting equipment through doors and near walls; no cases or equipment will be rested against the walls or any of the pillars.
- 8) All flight cases will be taken off site (unless storage is arranged via your client or event manager); No equipment will be stored in the corridors as these are fire exits.
- 9) Only cases and trucks with **rubber wheels** will be used on the tiles
- 10) Door wedges will be provided to hold the doors open, nothing else is to be used.
- 11) Sets and backdrops will be built and disassembled with sufficient room and away from walls and artwork.
- 12) The use of any branding materials, backdrops and banners onsite, must be taken offsite after the event as the venue cannot dispose of these items.
- 13) Existing setups will not be moved or changed and tools will not be placed on any furniture set for the event.
- 14) The decimal allowance for general speech the maximum level of settings is 70db & for music, the maximum level of settings is 80db.
- 15) Crew working onsite will not be consuming alcohol before or during their working hours.
- 16) **We (Sponsors, Exhibitors and Suppliers) will be liable and make good of any damages caused as a result of the work carried out or negligence.**
- 17) I / We understand that etc.venues is not liable for any theft, loss or damage to deliveries whilst in storage or at the exhibition stand; or when the venue facilities crew assist to move the deliveries.

| Prior To Event | |
|--------------------------|--|
| Name: | |
| On behalf of company: | |
| Setting up on behalf of: | |
| Event name and date: | |
| Signature: | |
| Date: | |
| On Arrival | |
| Name: | |
| Company: | |
| Signature: | |
| Date: | |

Delivery Labels

All Delivery and Collections must be registered using the following link
<https://wj-fulcrum.co.uk/login>

| | |
|--|--|
| To: Convene 155 Bishopsgate, 1 st Floor 155 Bishopsgate, London, EC2M 3TP | FAO Your Representative's name _____ Your Telephone Number: _____ Your Company Name _____ Package _____ of _____ |
| Tel: +44 (0) 20 3735 4400 | |
| Your Events Manager's name _____ | |
| NAME AND DATE OF EVENT _____ | |
| Please complete and securely attach to your packages to be delivered | |

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Collection Labels

All Delivery and Collections must be registered using the following link
<https://wj-fulcrum.co.uk/login>

| | |
|--|----------------------|
| 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 | |

All Delivery and Collections must be registered using the following link
<https://wj-fulcrum.co.uk/login>

| | |
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| Address: | |
| | |
| Country: | |
| Contact telephone number: | |
| Collection date: | |
| Courier: | |
| Courier reference: | |
| | Package ____ of ____ |
| Please complete and securely attach to your packages to be collected | |

Local Car Parks

NCP Whitechapel High Street*

(12 minute walk from venue)

Address:

Spreadeagle Yard, London, **E1 7RA**

Height: 3.15m

Parking Spaces: 90

Accessible Parking: 1 Space

Electric Charge Points: Yes

Entrance Hours: 06.00 – 22.00

NCP Finsbury Forecourt*

(10 minute walk from venue)

Address:

Finsbury Square, London, **EC2A 1AD**

Height: 1.98m

Parking Spaces: 12

Accessible Parking: 0 Spaces

Electric Charge Points: Yes

Entrance Hours: 24hrs

NCP London Finsbury Square*

(13 minute walk from venue)

Address:

Finsbury Square, London, **EC2A 1RR**

Height: 1.98m

Parking Spaces: 171

Accessible Parking: 2 Spaces

Electric Charge Points: No

Entrance Hours: 24hrs

NCP London Vintry Thames*

(21 minute walk from venue)

Address:

Thames Exchange, Bell Wharf Lane, off
Upper Thames Street, London, **EC4R 3TB**

Height: 1.98m

Parking Spaces: 215

Accessible Parking: 3 Spaces

Entrance Hours: 24hrs

The above information is provided as a guide to assist guests.

Information related to external car parking is subject to change and guests are asked to research facilities in advance

Closest car park available to vans: [Minorities Car Park E1 8LP - City of London](#)

It is approximately 18 minutes walk from the venue.

Venue Telephone Number: 0203 735 4400

Civil Enforcement Officers (Parking Wardens) operate heavily in the area around the venue