

VENUE MAIN CONTACT STAFF**EICC Event Planner:**

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DELIVERIES AND COLLECTIONS

The EICC designate a secured area in the Loading Bay to store all the event/exhibition materials pre and post event.

Our Loading Bay is open from 8am – 6pm for deliveries and collections.

Please, make the necessary arrangements with your Carrier to download/upload heavy equipment. We provide trolleys and pallet lift onsite.

- All deliveries will be accepted from 2 days prior the event day and should be clearly marked with the following:

Full Name:

Event Name:

Edinburgh International Conference Centre
The Exchange
Loading Bay
Off West Approach Road
EDINBURGH
EH3 8EE
Scotland, UK

- Collections: Organisers and Exhibitors must ensure that arrangements are made for the collection of all items from the EICC at the end of the event. Please, ensure to correctly complete all forms relating to international shipping. It will not be the responsibility of the EICC to undertake any paperwork completed incorrectly by the Organiser/Exhibitor that does not enable collection by the courier.

A member of the EICC will visit the stands before the de-rig commences and handle a storage form to complete by those exhibitors who will leave items for collection from our Loading Bay after the event.

Items can be left for **1 working day**, before being stored, charges** will then be applied to release items***. Items left for longer than 5 working days will be disposed of.

**Charges may be up to £100.00 +VAT PER DAY following the 1 working day as mentioned above. Payment will be by credit card only. The EICC will not release items to a courier unless payment has been made in full.

For any enquiries, please contact the Venue +44 (0) 131 519 4000

PROCEDURES FOR DROPPING OFF ITEMS

Please note that entrance to the building is via our Loading Bay located at the *Off West Approach Road, Edinburgh - EH3 8EE*

See map detailed below to get to the correct area:



DIRECTIONS TO THE EICC LOADING BAY

- Heading: - EAST straight on to LOTHIAN RD. TURN LEFT. Keep in inside lane passing Sheraton Hotel TURN LEFT. Onto WESTERN APPROACH RD. Second set of lights TURN LEFT LOADING BAY DOUBLE SET OF ROLLER SHUTTERS.
- Heading: - WEST straight down MORRISON STREET. TURN LEFT onto WESTERN APPROACH LINK; TURN LEFT onto WESTERN APPROACH RD. First set of lights TURN RIGHT LOADING BAY DOUBLE SET OF ROLLER SHUTTERS.

PARKING PROCEDURES

Vehicles may not be left unattended in the EICC Loading Bay or parked in an unauthorised location nearby.

- This means that Organisers/Suppliers may park their vehicle and unload any necessary items into the EICC's Loading Bay. These items will be stored safely and monitored by CCTV until the person is ready to move them within the Venue.
- As soon as the vehicle has been unloaded, it must be removed off site and parked in an appropriate place.
- Organisers may not start setting up their stand until they have removed their vehicle.

CAR PARKS NEAR THE EICC

The EICC does not have car park facilities and therefore vehicles need to park in authorized areas near the Venue. Please, find below a list with the nearest car parks around the EICC. Please access the following links for further details:

- **Q-Park Capital Square:** To park in the Q-Park with a 30% discount, pre-book through this link <https://www.q-park.co.uk/en-gb/cities/edinburgh/capital-square/> code is **EICC30**.
- **NCP - Castle Terrace Car Park:** Download the free NCP ParkPass App. Register and add the SaverID: **EICC4R** to your park pass account before arriving at the car park and you must enter and exit by scanning your QR code to qualify for this discount. <https://www.ncp.co.uk/find-a-car-park/car-parks/edinburgh-castle-terrace/>
- **Semple Street - Car Park:** <https://www.britannia-parking.co.uk/where-to-park/Edinburgh-ScottishWidows>
- **NCP – Bread Street Lane:** <https://www.ncp.co.uk/find-a-car-park/car-parks/edinburgh-bread-street-lane/>
- **Spaces near EICC available via Your Parking Space**
<https://www.yourparkingspace.co.uk/edinburgh/edinburgh-international-conference-centre-parking>

LARGER VEHICLES

We can accommodate larger vehicles, but these must be offloaded directly outside of our shutters on a service road that is shared with our neighbours. We regularly have 40ft artic's dropping off exhibition items, but they are too large to fit on our turntable or inside the building.

The use of these vehicles must be coordinated more carefully as parking them on the shared service road can cause a disruption to our neighbours deliveries. We will ask you to send information in advance to the EICC Event Planner to ensure the swift and safe unloading of these vehicles.

HIRE A FORKLIFT

The EICC forklift is available for hire. Please note the following points:

- This service needs to be booked in advance with your Event Planner sofiat@eicc.co.uk
- Driver is not included and can't be provided by EICC. All drivers must provide appropriate paperwork including valid licence and insurance documentation.
- Maximum weight the forklift can carry is 1500kg.

DISTRIBUTION OF FOOD & BEVERAGE

No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterers Leith's at the EICC without express written consent of Leith's. Should you wish to order stand catering, please contact the allocated Catering Planner for your event.

HEALTH & SAFETY

• INSURANCE/SECURITY

It is the responsibility of all Event Organisers/Contractors to ensure you have sufficient insurance cover for the event.

Event Organisers/Contractors must take care of their equipment/belongings.

Exhibitors' stands and exhibits on stands are **NOT** accepted into the custody or control of the Venue and exhibitors shall make their own insurance arrangements.

• RISK ASSESSMENT

It is responsibility of the Event Organiser and Contractor/s to ensure that a safe working environment is achieved. Individual exhibitors and their contactors need to submit risk assessments and method statements **no later than 10 days prior the event where there is deemed to be a RISK associated with your stand.**

Any structure or exhibition stand with height over 3.2 metres will be requested to provide a design plan with specifications for Venue approbation prior the event day. Please, send the required plan and RAMS (Risk Assessment Method Statement) to the Event Planner – sofiat@eicc.co.uk

All contractors, sub-contractors, agents etc must have in their possession the RAMS documentation and relevant liability insurance for the task/activity they are performing, which should be available for inspection at any time.

No sub-contractors will be allowed to commence work until licensing has approved the event layout plan and risk assessment.

• BUILD-UP AND BREAKDOWN

During event build-up and breakdown, the staff and contractors are required to wear a hi-vis vest and appropriate footwear (no flip flops, open toed shoes etc.) in order to access and work in the event space.

If there is rigging work being carried out in the exhibition space or if working at a height of more than 2m, hard hats are enforced.

Please note that hi-vis vests or hard hats will not be supplied by the venue. You should ensure you have your appropriate PPE prior to arriving on site.

EVACUATION OF THE BUILDING AND FIRST AID

In the event of an alarm sounding all persons visiting the building are required to take instructions from EICC staff and leave the venue by the nearest fire exit which are clearly signed throughout the centre. Unless otherwise advised, all alarms are to be treated as real.

In line with Scottish legislation the Conference Centre is a no smoking building, ashtrays are provided at the front on the building and please note littering can incur a £50 fine.

FIRST AID INCIDENT / MEDICAL EMERGENCY

At EICC the safety of our visitors and staff are our top priority and as such we plan for all eventualities and emergencies. This involves the provision of specialist First Aid equipment on site to provide immediate care to casualties in the unlikely event of a major incident where several people had been injured until the arrival of the emergency services.

All First Aid Kits and contents provided throughout the centre are systematically monitored with their contents subject to a regular audit.

All First Aiders at EICC have undertaken and successfully completed HSE approved First Aid courses and are on call to respond to medical emergencies to render assistance at any time during operating hours of the centre.

In the event of a medical emergency or someone requiring First Aid treatment, any delegate should contact any member of the EICC staff and request assistance or telephone Security Control on Tel 0131 519 4000

VENUE FLOORING

Floor finish: grey carpet

IMPORTANT:

- If you wish to use your own carpet, you must lay the carpet on a wooden underlay.
- No adhesives are to be used on permanent carpeted floors.
- Any damage will be charged.

