

Information for your event

Dear Client,

As your event approaches please see important information below.

Deliveries:

- Clearly marked with the name, booking reference and date of your event
- Have the name of the coordinator responsible for your event
- We have limited storage, the boxes or items should be communicated to your Event Coordinator
- Please confirm date of expected deliveries and courier company name, if known
A delivery schedule will be required when there are 10+ sponsors
- All deliveries (except for caterers) should be addressed to 11 Queen Street (Main Reception)
- Delivery times: 08:00 – 18:00
- Public Holidays: We are unable to receive or send deliveries at weekends, close-down dates or on public holidays
- We cannot accept responsibility for damaged or lost items

We are looking forward to having you in our venue.

Kind Regards,
Events Team
Conferences & Meetings

Collections:

- All items should be taken away with you after the event where possible
- Any items that are left for collection the following day must be boxed up and marked ready with your courier's details
For 10+ sponsors a collection schedule will be required

Assembling:

- Usually access is made available after 07:30 on the morning of event
- Bulky Items: Loading/unload is at our back entrance on Thistle Street North East Lane. On arrival call the College Officers to open up 07710 012374
- We provide 6ft x 2.5ft tables with grey linen + two chairs per table for sponsors unless the host has given us alternative instruction
- A list of sponsor or exhibitors should be provided 7 days prior to event

11 Queen Street, Edinburgh EH2 1JQ
venue.rcpe.co.uk

