



Exhibitor information

MGAA 2021 Conference

etc.Venues, 133 houndsditch, EC3A 7BX

INTRODUCTION

We have prepared this guide to help you in the planning process for the MGAA Conference taking place on Wednesday 15th September 2021. By following the guidelines in this pack, the process should be as smooth as possible.

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DELIVERIES AND COLLECTIONS

etc. venues

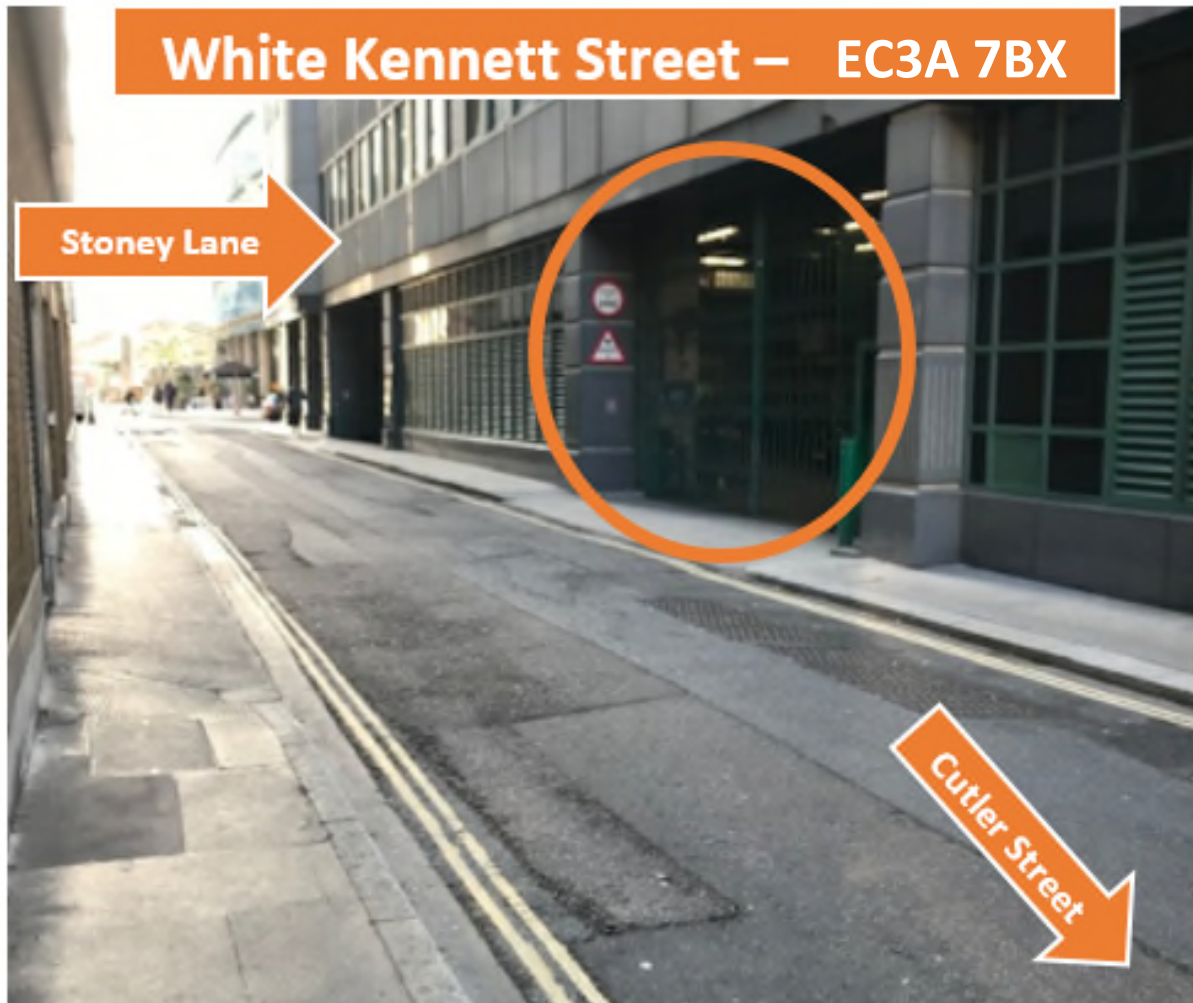
133 Houndsditch

2nd Floor and/or 3rd Floor

London

EC3A 7BX

All deliveries to White Kennett Street (back of the building) - no deliveries will be accepted through the front doors of the building.



<u>Lift Access From Loading Bay</u>	
Maximum Weight:	1600 KG
Height:	2.0m
Width:	1.5m
Depth:	1.7m

VENUE ACCESS TIMINGS

- Participants for the MGAA Exhibition are able to access the venue from 6am on Wednesday 15th September 2021.

LOADING BAY

- The Loading Bay is situated at the back of the building on White Kennett Street
- Opening times are Monday - Friday from 07:00 - 19:00
- On arrival, please share the details of your delivery with security who will direct you to the venue on Level two. Etc Venues will not accept deliveries left in the loading bay
- Vehicles cannot enter or park in the loading bay, it is a drop off point only from the roadway (there is a 20 minutes wait time allowance permitted)
- There are no parking facilities available at the venue or loading bay

***Please note:** No cars or vans can be left in the loading bay. Please unload your goods as quickly as possible onto the bay 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. Etc.venues cannot be liable for any waiting charges incurred while delivering or collecting.*

ACCESS TO BOTH LIFTS ON RIGHT (other 4 lifts are for other property tenants)

- There is a corridor (50m in length and 1.2m in width) with a slight incline to reach the lifts from the loading bay, as you enter the lobby the two lifts on the right hand side are to be used for goods deliveries
- These lifts are mirrored and it will be your responsibility to ensure the lifts are protected to avoid damages; any damages are chargeable to the company responsible
- Larger items that are not able to fit in the lifts, may be brought onto the floor using the stair case. The staircase is 1.5m in width and 2.1m in height
- Please be aware that the Passenger lifts in reception are utilised by other tenants within the building. Exclusive use of these lifts cannot be guaranteed

PARKING

- There are no parking facilities at the venue. If your vehicle is similar in size to a transit van, there is limited space at the following car parks:

NCP Car Park –<https://www.ncp.co.uk/prebook/> **10 minute walk**

Minorities Car Park -<https://www.cityoflondon.gov.uk/services/transport-and-streets/parking/Pages/minorities-car-park.aspx>- **12 minute walk**

EXHIBITORS/CLIENT MATERIALS AND COURIERS

- Please ensure that all delivery and collection items are clearly addressed by using the Client Delivery/Collection Form (located in Appendix) and attach to your delivery/collection.
- Deliveries for the Conference will be accepted no earlier than Tuesday 14th September 2021, and will need to be collected no later than Thursday 16th September 2021. Please advise Megan Parry if your items are not able to be collected during this time.
- Any items left at the venue beyond this time frame, may be disposed of without warning. Etc. Venues and the MGAA will not accept liability for any items that are left before or after these dates and cannot be held responsible for any damage or theft of items onsite
- Please ensure the courier is aware of what they are collecting and where they are delivering to, as this will speed up their collection process, when they arrive at the venue. On arrival to the Loading Bay, they can call the venue for assistance: 0207 138 3281.

Congestion Charge - <http://www.tfl.gov.uk/modes/driving/congestion-charge>

HIRING ADDITIONAL EQUIPMENT

TV Monitors

24" HD Screen - £150+VAT/day
46" HD Screen - £260+VAT/day
55" HD Screen - £310+VAT/day
75" HD Screen - £540+VAT/day

All these screens have VGA or HDMI inputs for laptops, and come with built in speakers and a floor stand (apart from the 24"). All of these are subject to availability

Dedicated Internet (Wi-Fi or hardwired)

20MB connection at £150+VAT/day
100MB connection at £600+VAT/day
200MB connection at £800+VAT/day
250MB connection at £900+VAT/day

We have a limited number of lines we can offer. All of these are subject to availability
Please contact [Megan Parry](#) if you would like to hire any additional equipment.

DELIVERY TO VENUE

To:	FAO
etc.venues	Your Representative's name
133 Houndsditch	Helen Ferris, MGAA
2 nd Floor or 3 rd Floor (Please circle)	_____
London,	Your Telephone Number:
EC3A 7BX	_____
White Kennett Street	Your Company Name and Stand number
<u>Delivery Back of Building</u>	_____
Tel: +44 (0) 207 138 3281	_____
Your Events Manager's name:	_____ Item(s) OF _____
Megan Parry	

etc.venues	<u>NAME AND DATE OF EVENT</u>
	MGAA Conference – Wednesday 15 September 2021

COLLECT FROM VENUE

TO: (Contact Person):	_____
Company Name:	_____
Address:	_____

Post code:	_____
Phone number:	_____
Collection date:	_____
Courier reference:	_____ Item(s) OF _____

etc.venues	<u>NAME AND DATE OF EVENT</u>
	MGAA Conference – Wednesday 15 September 2021

EXHIBITOR VENUE TERMS & CONDITIONS

- 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.
- 2) No fire exits or corridors will be blocked during or after the set up.
- 3) Loading bay procedure and lift etiquette are to be observed; we are able to secure a lift for large deliveries via the building's security team on request.
- 4) There is **no** loading/ unloading or parking permitted in the loading bay. It is a drop of point only, with loading/ unloading only permitted from outside the loading bay entrance.
- 5) Lift doors are not to be kept open with flight cases or other items due to the damage this causes to the lifts.
- 6) 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.
- 7) 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 lead to fire exits.
- 8) Only cases and trucks with **rubber wheels** will be used on the tiles;
- 9) Door wedges will be provided to hold the doors open, nothing else is to be used.
- 10) Sets and backdrops will be built and disassembled with sufficient room and away from walls and artwork.
- 11) 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.
- 12) Existing setups will not be moved or changed and tools will not be placed on any furniture set for the event.
- 13) The decibel allowance for general speech the maximum level of settings is 70db & for music, the maximum level of settings is 80db.
- 14) Exhibitors will be liable and make good of any damages caused as a result of the work carried out or negligence.
- 15) 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.