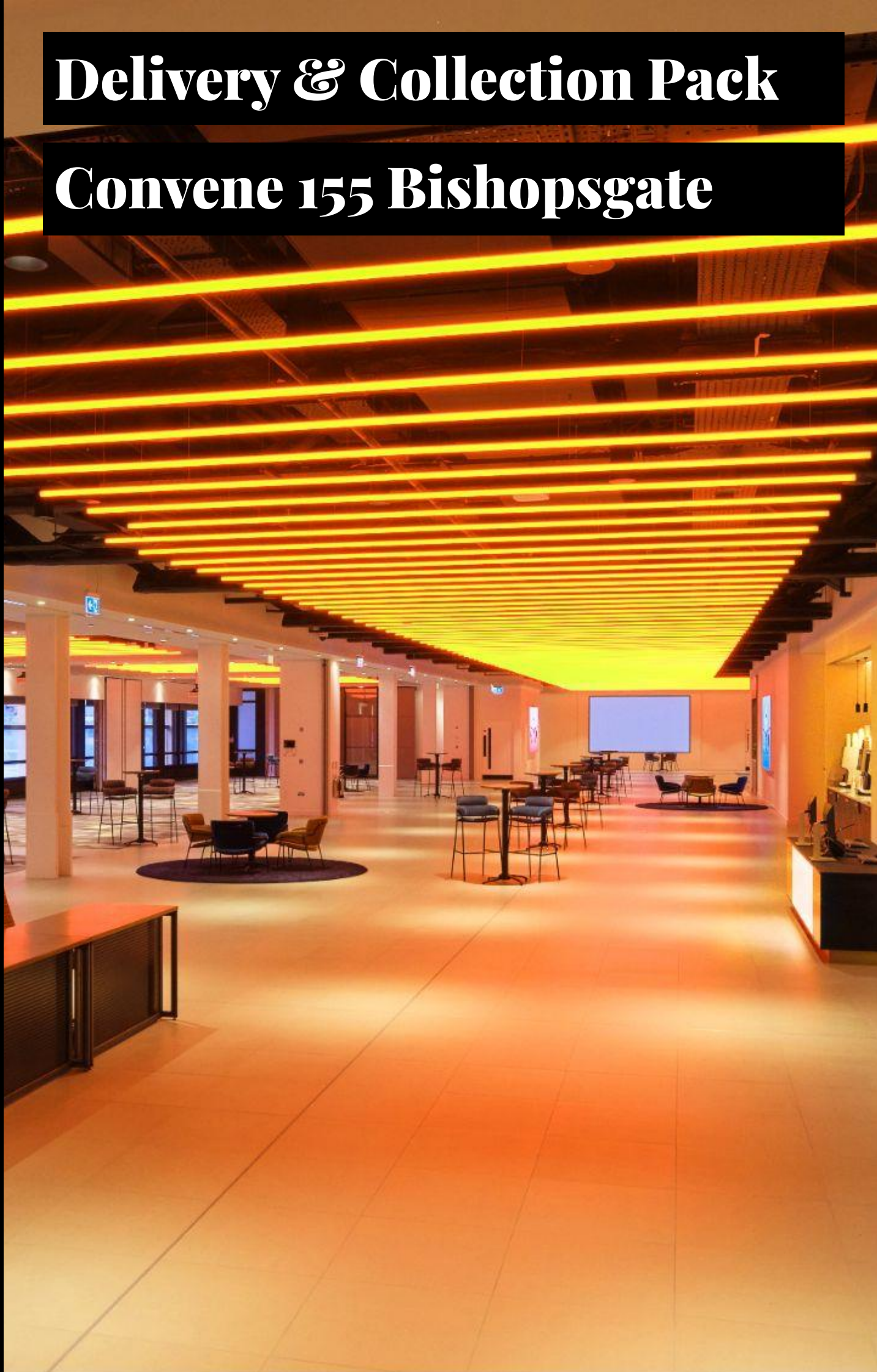
Delivery & Collection Pack

Convene 155 Bishopsgate



Deliveries, Drop offs & 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) 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

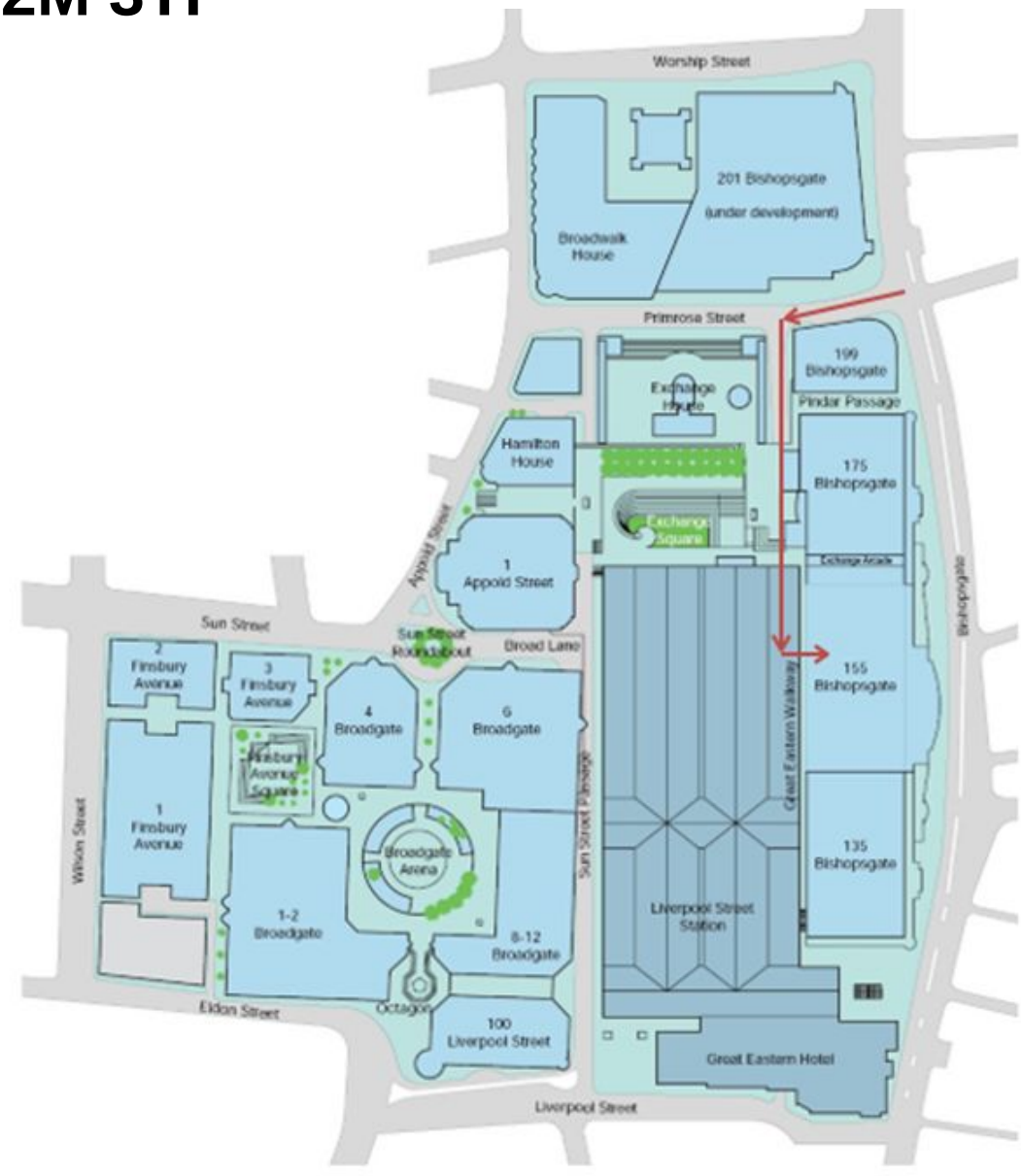
4

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

Deliveries & Collections

Loading Bay Access Map

Convene,
1st Floor,
155 Bishopsgate,
EC2M 3TP



Loading bay & Goods Lift Access Information

All deliveries must come up via the Loading Bay and goods lift, the 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: **1.49m (W), 2.70m (H)**. Maximum weight is 3,100kg.
Please ensure any item delivered will 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 the goods lift to ensure the fastest service is provided. Unless agreed with your Event Production Manager, all deliveries and collections should take no longer than 30 minutes.

Loading bay is opened & manned as standard Monday – Saturday 07.00 – 19.00 but can be opened for the duration of your contracted set up & de-rig times. Please liaise with your Event Production 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 & Goods Lift

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 not permitted in the loading bay.
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.

Delivery Labels

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

To:
Convene 155 Bishopsgate,
1st Floor
155 Bishopsgate,
London,
EC2M 3TP

Tel: +44 (0) 20 3735 4400

Your Events Manager's name

_____

FAO
Your Representative's name

_____

Your Telephone Number:

_____

Your Company Name

_____

Package _____ of _____

NAME AND DATE OF EVENT

_____

Please complete and securely attach to your packages to be delivered

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Your Telephone Number:

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Your Company Name

_____

Package _____ of _____

NAME AND DATE OF EVENT

_____

Please complete and securely attach to your packages to be delivered

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

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

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: 06.00hrs – 22.00hrs

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: 24/7

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: 24/7

NCP London Vintry Thames Exchange*
(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: Minories 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