

DELIVERIES AND COLLECTIONS OF EVENT MATERIALS.

- All deliveries to the EICC 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

Deliveries will be accepted from **2 days** prior the event day.

- Organisers and Suppliers should ensure that arrangements are made for the collection of all items from the EICC at the end of 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.

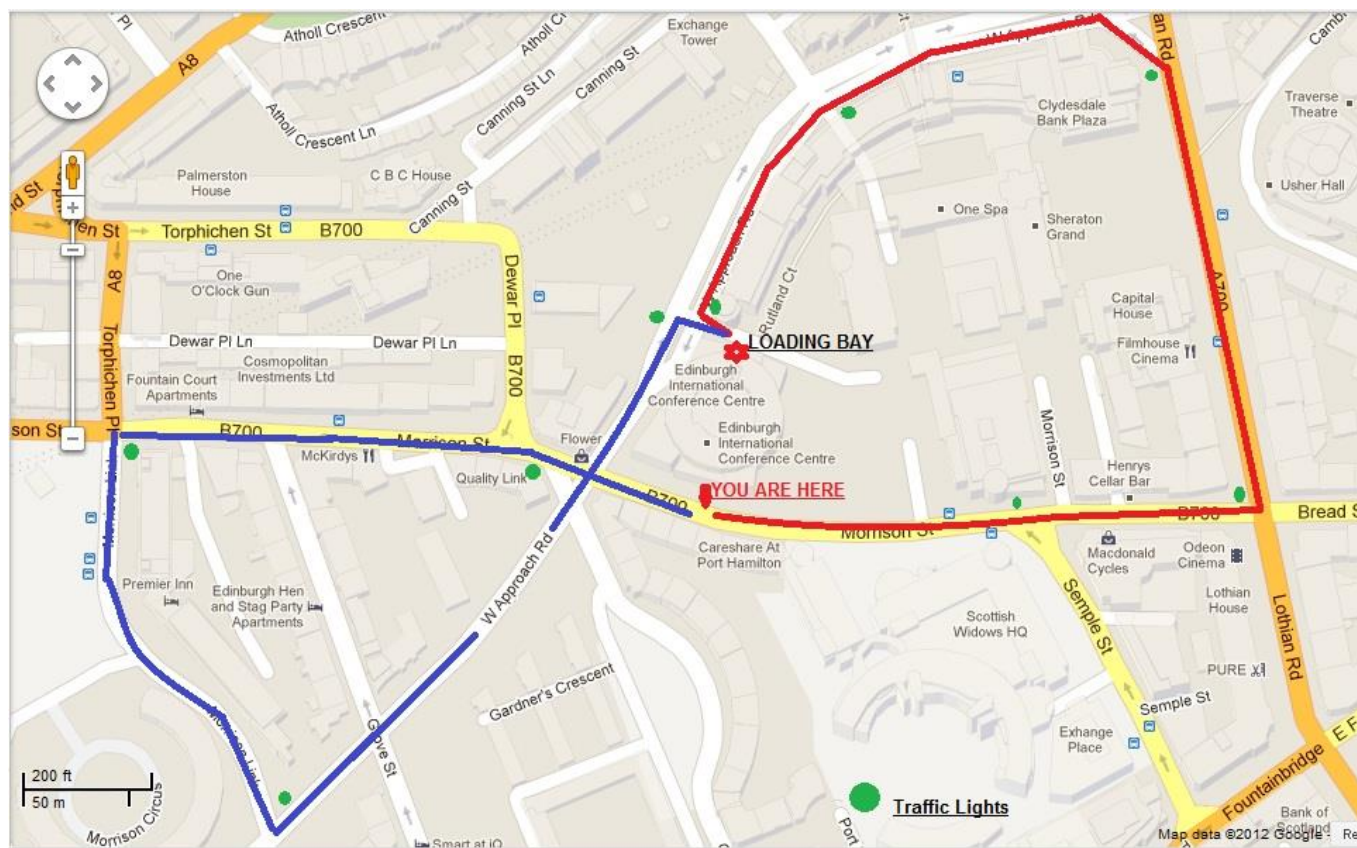
Charges may be up to **£100.00 +VAT PER DAY following the 1 working day as mentioned above.

***Payment will be by credit card only. The EICC will not release items to a courier unless payment has been made in full.

PROCEDURES FOR DROPPING OFF ITEMS IN THE EICC LOADING BAY.

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 map showing the nearest car parks around the EICC.



**Edinburgh International
Conference Centre Ltd**

City Centre Map

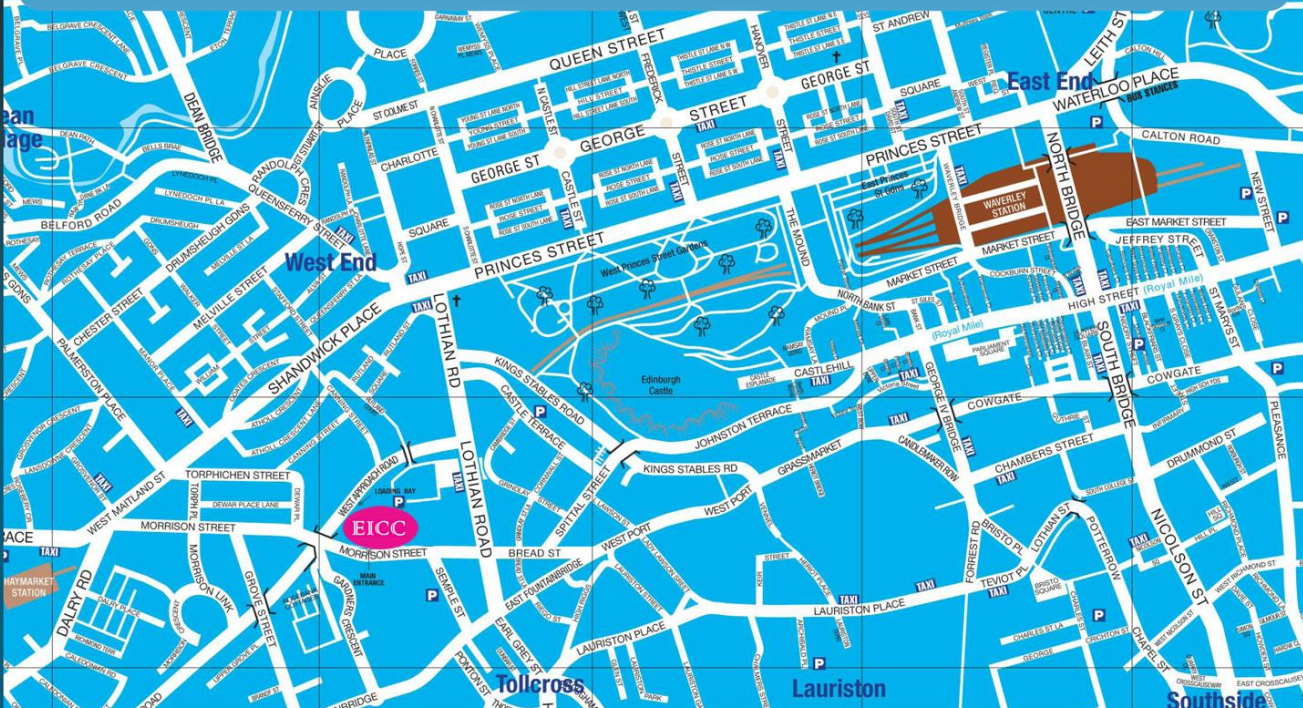
The main entrance to the EICC is on Morrison Street where there is a coach drop off point. Access to the EICC Loading Bay (deliveries only) is from the West Approach Road.

There are a number of car parks within walking distance of the EICC, they are marked on the map. For further details on car parking please visit our website.

Please note that there are a number of one-way streets in close proximity to the EICC. After 18.30 parking is allowed in certain areas.

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