

3 Exhibitor Guidelines

Parking

- Car spaces for exhibitors cannot be booked in advance. Parking is on a first come, first served basis at £25.00 per day
- Parking fees are payable at reception on arrival. Credit card payments are accepted. All major credit cards are accepted except for American Express
- Exhibitors may park in front of the building for offloading purposes only and should then move to the nearby car park if there is no parking available
- Pay and display meters are available directly outside the College and around the perimeter of the park. Please see the College location map for details
- Local NCP car parks can also be found locally. Please see the College location map for details

Signage

Signage for events will be done on your behalf, please provide us with the relevant wording before your event. You are most welcome to provide your own signage, our sign stands take an A3 portrait page.

Stands

- Please ensure that freestanding exhibits are erected as detailed on the floor plan, avoiding the Heritage protected areas marked with a 'H' on the floor plans. This will have been agreed in advance by the Meetings & Events department
- Exhibitors must ensure that their stands remain in front of the rope barriers at all times
- No signs should be stuck or attached, in anyway **to the fabric of the building**
- Please be aware that there are many valuable portraits lining the walls; please ensure that your stand leaves adequate space, as agreed with your event manager to prevent damage
- No stands are to be erected in front of any portrait in the College

Exhibitors must have appropriate insurance in the event of damage sustained by exhibition stands.

Storage / Rubbish disposal

- The College does not have a lock up storage facility
- All items stored are at your own risk
- Any items not collected within 24 hours of the event will be disposed of unless prior arrangements have been made. Items stored outside these times may incur additional charges
- Any items not labelled with a return address will be disposed of
- The College will not be responsible for any item sent by post or courier that gets lost or damaged or for any items left at the College after the event has taken place
- Rubbish, empty boxes, leaflets and papers etc can be left at the College and will be disposed of by the porters