

Chief Data & Analytics Officer

UK

6-7 FEBRUARY, 2024

SHIPPING INFORMATION

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Items can be sent to the venue up to 2 days before the event and must arrive between 9:00am and 4:00pm.

All deliveries and collections to etc.venues 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://www.wj-fulcrum.co.uk/register/>

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 Manager (Oliver Martini & Lauren Hughes) as the venue contact.

Suggested format for shipping label:

To: etc venues 155 Bishopsgate, 1 st Floor or 2 nd Floor (please circle) 155 Bishopsgate, London, EC2M 3TP Tel: +44 (0) 20 3735 4400 Your Events Manager's name _____ NAME AND DATE OF EVENT _____	FAO Your Representative's name _____ Your Telephone Number: _____ Your Company Name _____ Package _____ of _____ _____ Please complete and securely attach to your packages to be delivered
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RETURN SHIPPING INFORMATION

Please include a **RETURN PRE-PAID SHIPPING LABEL** with your original package. All packages should be collected no later than 24 hours after the event and must be recorded using the Fulcrum system. Register using the following link and fill out the appropriate details.
<https://www.wj-fulcrum.co.uk/register/>

Once the event is over, your team will be responsible for packing up your booth/exhibit. We will have some extra packing tape onsite to help seal any outgoing packages.

Your team will be instructed to leave any outgoing shipments on the table of your exhibit after **scheduling a pick-up with your shipping provider (FedEx, UPS, USPS)** to be picked up at the venue's shipping room. The venue will bring your packages to the shipping room on your behalf. These must be sealed and with a completed pre-paid shipping label.

Suggested format for return shipping label:

Delivery Label from Venue: please use this form when collecting your packages after the event	
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	