

AI in Finance Summit London - Deliveries

Deliveries will be accepted up to 2 working days prior to event and collections up to 2 working days post event.

Please ensure all items are sealed and labelled and all deliveries to arrive **between 9 am and 5 pm via the loading bay** to the lower ground floor which is accessed by goods lift. The loading bay is located on America Square, next to Pure Gym and Mr Topsy Bar.

Couriers are welcome to load in/ load out for up to 20 mins, after which the vehicle would need to be moved outside, please. No parking is permitted in the loading bay during set up, event itself or breakdown. We don't recommend DPD courier services.

Please note we do NOT accept deliveries on pallets or with excessive weight requiring more than 1 person to lift/move the item.

Delivery template label as below:

To: Franciska Szilagyi

EVENT TITLE AND DATE/REGISTRATION OR STAND NAME

America Square Conference Centre

Cavendish Venues – Lower Ground Floor

One America Square

17 Crosswall

London, EC3N 2LB

Leftover Items – Please kindly make sure to arrange collection of any bulk or non-recyclable items like pop-up banners after the event as unfortunately we do not have onsite facilities to recycle these. **If you choose to leave these items onsite, there will be a waste collection charge of £200 + VAT.**