

# UKFHD 48<sup>th</sup> Academic Meeting

Wednesday 8<sup>th</sup> May 2019

## EXHIBITION DETAILS

### 1 VENUE

Cavendish Conference Centre, 22 Duchess Mews, London W1G 9DT

Please visit [www.cavendishvenues.co.uk/west-end-conference-venues/location/](http://www.cavendishvenues.co.uk/west-end-conference-venues/location/) for location and travel information

### 2 STAND LOCATION AND EXHIBITION TIMES

Stands will be located in the Whittington Suite. Refreshment and lunch breaks will be held in the same area. Please refer to the programme for the break times.

**Ceiling Height:** 2.78m

**Please Note:** The venue will supply one table cloth, access to power and free wi-fi.

### 3 DELIVERY OF MATERIALS

Materials will only be accepted the **day before the event** between 8.00am – 5.00pm or on the **morning of 8<sup>th</sup> May** from 8.00am.

Please mark your delivery clearly as follows or deliveries will not be accepted:

UKFHD 48<sup>th</sup> Academic Meeting (Wednesday 8<sup>th</sup> May 2019)

Company Name

c/o Cavendish Conference Centre

22 Duchess Mews

London

W1G 9DT

Box/Package 1 of .....

**Please note there is no parking at the venue and parking is not permitted outside.**

Please do not arrive prior to the allowed delivery times as the venue will not be open.

Deliveries are through the Main Entrance to the building and there is lift access to the Lower Ground Floor where the exhibition area is.

There is public on street parking available in the adjacent streets and a number of car parks in the area. Please be aware of the congestion charge when travelling by car/van in Central London.

### 4 SET-UP & BREAKDOWN TIMES

**Set-up:** Stands can be set-up from 8.00am on Wednesday 8<sup>th</sup> May.

**Breakdown:** Stands MUST be dismantled and removed by 5.00pm.

### 5 COLLECTION OF STANDS OR MATERIALS

If your representatives have goods to be collected after the meeting, they will need to arrange their own courier and pack the goods.

Goods can be collected on Wednesday 8<sup>th</sup> May up to 5.00pm or on Thursday 9<sup>th</sup> May between 8.00am and 5.00pm.

**The venue are unable to store anything after this date.**