

## **Stand Info - Extra supplies:**

- 1) The back of all **stands** is **against a wall** – there is no way to see through from behind, but sponsors might need to order **partitions** in order to prevent them to be disturbed by the adjacent stand/sponsor.

**NB.** We require a **picture of the stand** latest by **9th March** to see if any partitions are needed.

- 2) Please note that the **venue can provide basic furniture** such as tables and chairs, but if you require **anything bespoke**, the exhibitor would need to **arrange that themselves**
- 3) Please note that **Exhibitors** are **responsible** for all their own **materials** and **rubbish**. Exhibitors are requested to remove all their own valuables, materials and rubbish at the close of each day

- 4) For all delivery of materials for your stand please use the **shipping address below**.  
**Please note that the centre is unable to accept responsibility for any delay / loss that may occur**

The Queen Elizabeth II Conference Centre  
Storey's Gate Loading Bay  
Westminster  
London SW1P 3EE

- 5) Your **key contact** from QEII:  
**Steve Lynn** - Event Manager  
Address: The Queen Elizabeth II Conference Centre,  
Broad Sanctuary, Westminster, London, SW1P 3EE  
Tel: 0044/20-7798-4086  
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