

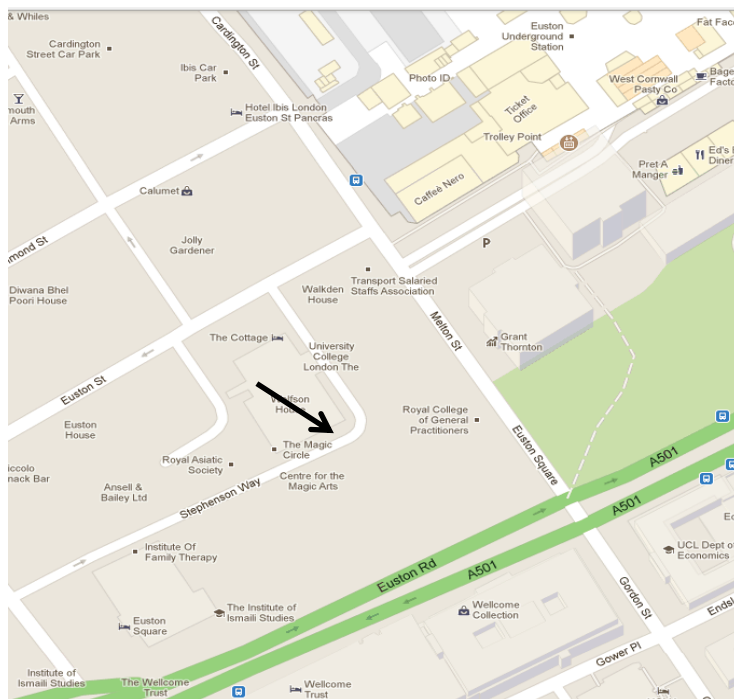
If you are arranging for your own materials or sponsors materials to be delivered to 30 Euston Square, then please follow these instructions or pass onto the relevant person.

Deliveries –

Please can you label all deliveries with the onsite **Event Managers** name, (from 30 Euston Square) and the **NAME & DATE** of your event.

The delivery address for all materials/banners etc is:

30 Euston Square at RCGP
Stephenson Way
Euston Square
London
NW1 2FB



The main entrance to the building is on the corner of Melton Street and Euston Road. Our loading bay is in Stephenson Way, just past the Magic Circle on the right hand side.

Deliveries should be scheduled to arrive at 30 Euston Square before 17:30 the day before your event. We are able to received deliveries after this but the process will take longer as the loading bay will not be manned.

Collections –

All collections need to be picked up from site within 2 days of the event and clearly **labelled with the company/delivery address and number of boxes being returned**. 30 Euston Square will not take any responsibility for belongings left on site.

(We have had an increase in the number of couriers taking the incorrect boxes due to bad labelling).

Any items left on-site after two days will be recycled or disposed of and costs recharged.