



Exhibitor Guideline

Leonardo Royal Hotel London St Paul's
10 Godliman Street
London, EC4V 5AJ, GB

1. Equipment and apparatus

The Exhibitor shall dismantle its equipment and apparatus and vacate the assigned space no later than 1700hrs when no overnight hold has been booked. Leonardo Hotels reserves the right to remove any equipment or apparatus left behind in the assigned space beyond the allocated time period without any further notification and without assuming any responsibility. Any left behind item has to be collected within 48hrs post event. The hotel is not responsible to pack/label any parcel, this has to be arranged by the exhibitor.

2. Conduct

Volume levels of audio equipment or noise-creating devices should not interfere with other exhibitors. Exhibitors may not interfere with traffic to exhibits of others or with poster displays. All exhibit activities shall be conducted in a professional manner and not infringe on the rights of other exhibitors or offend conference attendees and personnel. Exhibit spaces should be kept clean and free of debris.

3. Space allocation

Each Exhibitor will be allocated a specified area in the allocated exhibition hall for the duration of the contracted exhibition period. The Exhibitor shall allocate appropriate representatives in their respective booths for the duration of this period and will assume full responsibility for all equipment and apparatus contained therein. The allocated exhibition area will be executed with reference to the event contract and at the sole discretion of the Operations team.

4. Set up

The Exhibitor shall be responsible for constructing and setting up its booth, including the lightings and electrical connections (if required) strictly within any allocated space. All parcels will be placed in the exhibition area for the exhibitor to collect it.

5. Exhibits

The Exhibitor is only allowed to present and introduce items in accordance with their application and with the approval of hotel. We reserve the right to instruct the Exhibitor to withdraw any subjects in violation of this agreement or to terminate its participation immediately.

6. The Exhibitor shall follow the instructions of the hotel and the hosting party at all times during the event.
7. No food or beverage to be displayed or demonstrated unless prior consent with the hotel and the indemnity form has been signed and returned prior to event.
8. Hotel can supply standard clothed trestle table (2.5 x 6') and 2 chairs per exhibitor. Please inform us if you plan to bring in any additional equipment or furniture such as TV stands and poseur tables (Hotel does not supply poseur tables or high chairs)

9. Should you wish to have any parcels or packages delivered to the hotel for your event, please see enclosed the delivery form. This form **must be attached to each parcel** sent to the hotel. Parcels may not be accepted for delivery without the delivery form attached. Please note that delivery restrictions are in place at some of our hotels. These are identified on your delivery form for your convenience. When these restrictions apply, deliveries cannot be accepted under any circumstances.

10. Loading Bay Address:

Leonardo Royal Hotel London St Paul's : Knightrider Street

Temporarily parking is allowed during loading and unloading based on the traffic and vehicle shall not be unattended at all time. Please note there is no onsite parking at the property. Hotel reserves the right to move the vehicle in case of emergency.

11. Goods lift dimension:

5.3m (L) x 2.1m (W) x 1.85 (H)

5500 kg weight limit

FROM:

Name:

Company:

TO:

Leonardo Royal Hotel London St. Paul's
10 Godliman Street / London EC4V 5AJ

T: 020 7074 1199 | F: 020 7074 1100

E: LondonEventPlanning@leonardohotels.co.uk

Total Amount of Boxes:

Box _____ of _____

ATTN: Conference and Events

Name of Event:

Date of Event:

Name of On-site Contact: