



Exhibiting at BMA House





Preparing to exhibit at BMA House

Delivering banners, stands & marketing collateral to BMA House:

- Please arrange for deliveries to arrive 2 days prior to your event taking place. Our post room is open between the hours of 9am-5pm Monday-Friday
- It is essential that you attach the delivery label (see page 3) complete with your event details on each package
- Your event organiser will confirm details of the exhibition space
- Our standard exhibitor set-up is a 5ft trestle table with black table cloth – speak to your event organiser to discuss your requirements
- Access to power, poseur tables, screens etc are also available (costs may apply). Please speak to your event organiser if you require anything specific
- Delivery address: *BMA House, British Medical Association, Tavistock Square, London, WC1H 9JP*
- Please bring printed copies of the collection label with you if you are leaving any items for collection after the event





BMA House delivery label

Event name:

Event organiser company:

Exhibitor/sender company:

Event date(s):

Room:

BMA House event contact:

Delivery check list:

- ☐ Arrange for deliveries to arrive 2-3 working days prior to your event taking place
- ☐ Delivery arranged between the hours of 9am-5pm Monday-Friday
- ☐ Items should be labelled '1 of 3, 2 of 3' etc if you are sending multiple packages
- ☐ A completed label is printed and attached to **EACH** package

Delivery address:

BMA House,
British Medical Association,
Tavistock Square,
London, WC1H 9JP

Events@bma.org.uk
020 7874 7020

Directions to BMA House

Directions from Euston Station

Walk into the station forecourt with the platforms behind you and head towards the exits to the left of the station. You should walk to the main road on the left which is **Eversholt Street**. Turn right onto this road and walk down to the traffic lights at the junction with **Euston Road**.

Cross straight over the road which turns into **Upper Woburn Place**. There will be a Prezzo restaurant on the right hand corner. Walk down this road and at the Hilton Hotel cross the road at the zebra crossing. Keep walking past the next zebra crossing.

The BMA House entrance is the next main door and is signed BMA Reception.

If you reach the Starbucks coffee shop you have gone too far.

Directions from Kings Cross Station

Walk out of the main exit of the station – you will be on **Euston Road**. Turn right down **Euston Road** with Kings Cross behind you and walk in the direction of St Pancras Station (the west end may also be sign posted).

Follow **Euston Road** straight for about five minutes until you get to a fire station on the right hand side (on route you will pass the Renaissance Hotel and British Library on your right).

At the traffic lights by the fire station turn left to cross **Euston Road** onto Upper Woburn Place. You will see a Prezzo Restaurant on the opposite corner. Walk along **Upper Woburn Place** for a couple of minutes – keep walking past two sets of zebra crossings.

The BMA House entrance is the next main door and is signed BMA Reception.

If you reach the Starbucks coffee shop you have gone too far.

Directions from Russell Square Station:

Exit the station and cross the road at the zebra crossing to the Tesco Express store. Turn left and walk to the end of the road, The Morton Hotel will be on your right hand side.

Turn right on to **Upper Woburn Place** and continue straight forward. Continue straight crossing over **Coram Street** and continue onto **Tavistock Square**.

Continue straight and you should pass Starbucks on your right hand side. Walk past the red Royal Mail postbox and the main entrance to BMA House is the next set to blue doors your right and is signed BMA Reception.

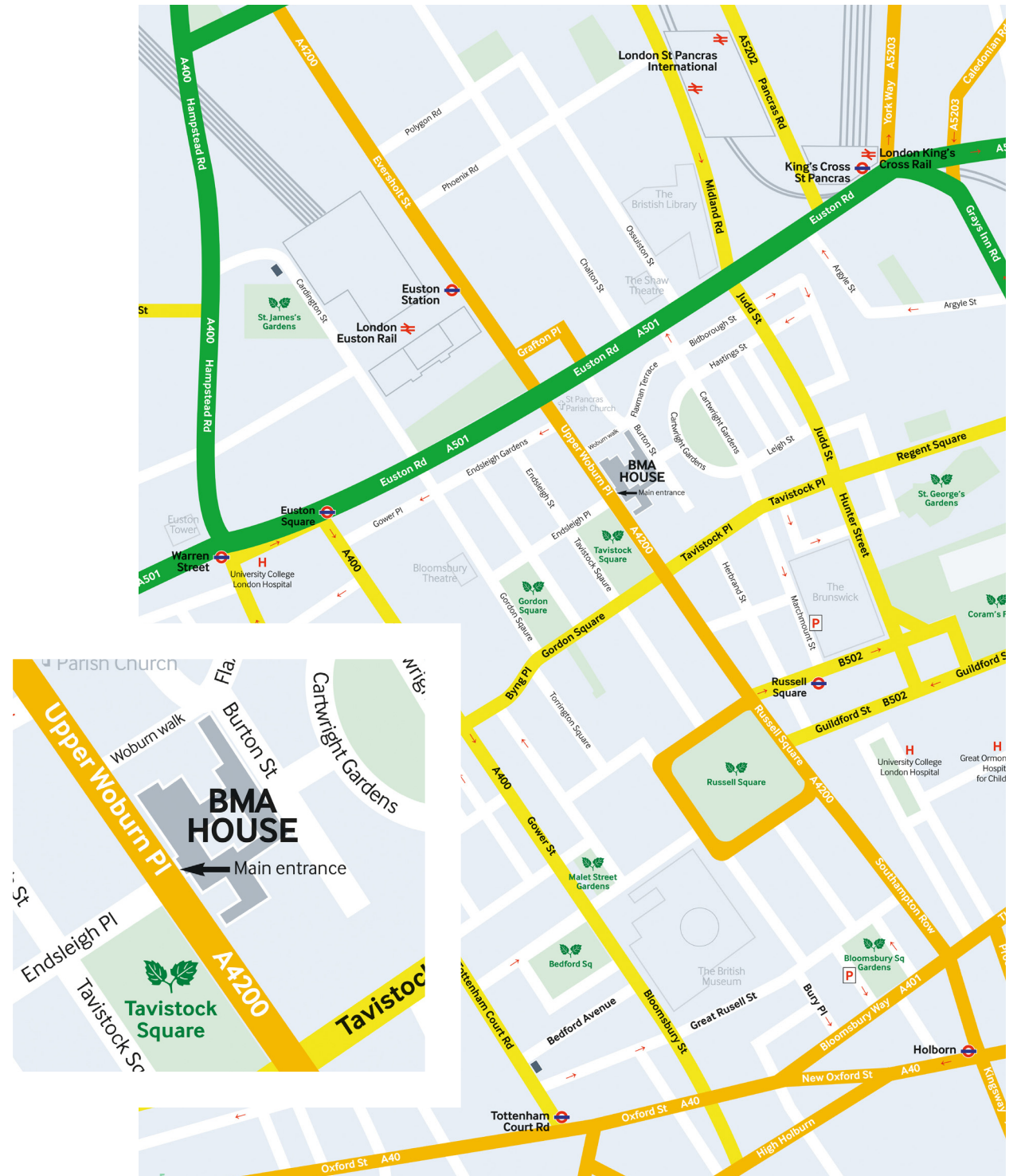
If you reach the zebra crossing you have gone too far.



Directions to BMA House

Arriving at BMA House

- Usual access for set-up is from 8am, but this may differ for each event, please confirm with your event organiser
- If arriving by vehicle to unload we have designated drop off areas on site, please access via the archway next to the main BMA reception just off Tavistock Square
- The sat nav post code for the front entrance of the building is **WC1H 9JZ**



On the day

Wifi

Network: Visitor

Password: BMAHouse1832

Setting up your exhibition stand

- A floorplan is pre-approved by your event organiser. Upon arrival please check with the BMA events team if a floor plan is available
- Deliveries will be ready in the room prior to your arrival. If anything is missing please speak to the BMA events team with details of your delivery (courier, confirmed date/time of arrival, who signed for it etc.)
- Please store boxes/bags etc under your exhibitor table – if anything large needs storing/disposing of let the BMA events team know
- If you require power to your stand please ask for assistance from a member of the BMA AV team

Cloakroom

Each room has a designated cloakroom area, this may be manned/unmanned – please ask a member of the events team for details

Contacting the on-site BMA events team

Press the 'events' button on the phone which can be found on the wall in the room or call the office on 020 7874 7020



Preparing to leave

- Arrange for items to be collected the following working day between the hours of 9am-5pm
- Package any items for collection with the BMA collection label attached to each package (see page 7)
- Leave items for collection on top of your exhibitor table – the BMA porter team will transport them to the post room
- Place any rubbish in/next to the bin in the room
- As per our terms & conditions, all event materials (eg. boxes, banners and promotional items) will be destroyed if not collected from BMA House within 10 working days of the event taking place



BMA House returns label

Exhibitor/sender company:

Event date(s):

Delivery address:

Delivery contact name & number:

Courier name & reference:

Expected collection date/time:

Delivery check list:

- ☐ Arrange for collection the next working day following your event
- ☐ Collection arranged between the hours of 9am-5pm Monday-Friday
- ☐ Items should be labelled '1 of 3, 2 of 3' etc if you are sending multiple packages
- ☐ A completed label is printed and attached to **EACH** package. Failure to do so can result in packages not being collected

Collection address:

BMA House,
British Medical Association,
Tavistock Square,
London, WC1H 9JP

Events@bma.org.uk
020 7874 7020



BMA HOUSE
LONDON

Hospitality with heritage

BMA House
Tavistock Square
London, WC1H 9JP

T: 020 7874 7020
E: events@bma.org.uk
bmahouse.org.uk

X @bmahousevenue
f /bmahouse
in /company/bma-house