

**POST-EVENT STORAGE FORM****Event:****Date of Conference:**

<b>Name &amp; Number of Stand:</b>	
<b>Name of Contact for stored items:</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Number of Items to be stored:</b>	
<b>Description of Items to be stored:</b>	
<b>Date when items will be collected:</b>	
<b>Name of Person/Courier collecting:</b>	
<b>Signature*:</b> * By signing this document you have agreed to the term below	

Exhibitor's stands, exhibits and literature on stands are not accepted into the custody or control of the Edinburgh International Conference Centre. Items left at the EICC are at the individuals own risk.

Items may be left for a very short period of time, If items are to be left and collected by a courier, this Exhibitor Storage Form should be completed and given to a member of our Security Team or the Exhibition Co-ordinator. Items can be left for **1 working day**, before being stored, charges\*\* will then be applied to release items\*\*\*. Items left for longer than 5 working days will be disposed of.

\*\*Charges may be up to **£100.00 +VAT PER DAY** following the 1 working day as mentioned above.

\*\*\*Payment will be by **Credit Card** only. The EICC will not release items to a courier unless payment has been made in full.

It is the responsibility of the exhibitor to complete all forms relating to International Shipping correctly. It will not be the responsibility of the EICC to undertake any paperwork completed in error by the exhibitor that does not enable uplift by the courier.