

Consolidation Centre (FAQs)

22 BISHOPSGATE

1. What is our Consolidation Centre?

Our Consolidation Centre is based in Borehamwood, WD6 1EU, open Mon-Fri, 07:00 - 18:00. The CC runs two shuttle vans per day (Mon - Friday only) shuttling goods to and from 22 Bishopsgate. See below for timings:

Delivery Arrival

Time at the CC:	Time at 22 Bishopsgate:
Between 7:00-8:00	Same day between 10:00 -11:00
Between 8:00-12:00	Same day between 14:00 -15:00
After 12:00	Next working day between 10:00 -11:00

All deliveries are handled by our dedicated logistics team, sorting and transporting deliveries to and from the building. The logistics will ensure all deliveries are taken up to the Tenant’s levels.

We have our very own on line portal to track all deliveries and collections. Large deliveries to both the CC must arrive on a vehicle with a tail lift. The teams at both locations have access to pallet trucks for onward movement if required. The CC and 22 Bishopsgate has 24 hour physical and surveillance security. See below of examples of goods we have previously arranged had delivered to the CC and onwards to 22 Bishopsgate.



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2. How to utilize the Consolidation Centre?

Simply package up your goods and you arrange for them to be delivered by your courier to the address listed below:

**Convene
Gate 1, Units 1-3,
Manor Point, Manor Way,
Borehamwood, WD61EU**

It is imperative that the following information is on each package sent to the CC:

- Convene
- Name/Company Name, and date (s) of your program
(Items without the above information will be turned away).

The CC is an hour away from 22 Bishopsgate and is open 5 days a week, Monday- Friday: 07:00-18:00.

Outside of these times if packages arrive unexpectedly, or if the courier is diverted or running late, our security team at the centre can accept the items and store them safely until the processing team are available. They can also assist with out of hours collections.

3. How to send goods back after the event?

Convene can have the goods sent back to the CC. Contact your EPM/HOPS (Event Production Manager/ Hospitality Operations Specialist) for a time and date when the goods will be ready for collection at the CC. Then you must arrange your own courier to collect the items from the CC.

Simply securely package up each goods box/item and place the destination address along with the recipients name on each goods box/item. Convene will ensure we place these onto the next available shuttle to the CC (see below).

Collection by the 22 Team:	It will get to the CC:	Book your courier to collect from the CC:
Before 10:30	Same day by 12:00	13:00 -17:30 13:00 -13:30
Before 14:30	Same day by 16:00	16:30 -17:30
After 14:30	Next working day by 12:00	Next working day by 13:00-17:30 13:00-13:30

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All pickups must be scheduled prior to leaving at the end of the event. Convene management is not responsible for scheduling any pickups. Should any boxes be left past 5 business days of your event, we shall contact the Point of Contact for the event to arrange collection, which may incur additional charges.

4. What are the costings for the CC?

We charge £29.50 plus VAT, per company to use the CC. This cost is for a cage 1m x 1m.