

TABLE TOP SPONSORS

Thank you for being a table top sponsor at our upcoming London Roadshow! We look forward to working with you and want to help you take full advantage of your sponsorship.

The Table Tops will be set up around the perimeter of the one-on-one meeting space. Members who are in-between meetings, will have the opportunity to visit you at your table and learn more about your products and services. Your table top will have a number to identify your location in the Nine Kings Suite.

Table Top Set Up Time / Location

Sunday, May 12th from 4-6PM or Monday, May 13th from 7:30-9AM in the Nine Kings Suite on the Ground Floor of the Royal Lancaster Hotel. You need to be setup and ready to go by 9AM Monday morning.

Here is what you can expect at your table top location:

- **10 ft. x 8 ft. space**
- **6 ft. skirted table with 2 chairs**
- **Electricity and Internet**

One-on-one meetings will begin at 10AM. Meetings are scheduled through 5PM on May 13th – 14th . **On May 14th, you are responsible for packing and shipping your materials immediately following the one-on-one meetings. Any items left in the hotel for more than 48 hours after the event will be disposed of.**

Make sure you have at least one person at your table top and continue to schedule your meetings as you have been! During the event, you will have full access to your schedule on a mobile device. If you haven't already downloaded the app, please do so now!

Shipping Information

If you are shipping materials for your table tops, please schedule your packages to **arrive on Friday, May 10th**. These should be delivered to the Hotel through the Loading Bay, located on Lancaster Terrace, between 07:00 to 14:30 hours, Monday to Friday.

Deliveries for events will only be accepted **2 working days prior to the event.**

All packages being delivered for your event must be labeled correctly.

Packages should be labeled as follows:

The ship to address is:

EVENT NAME: BROKERBIN ROADSHOW – 9K
EVENT DATE: MONDAY 13 MAY 2024
CLIENT NAME: _____
EVENT MANAGER: LEONILDE MARQUES

BOX _____ OF _____

RECEIVING BAY
ROYAL LANCASTER LONDON
LANCASTER TERRACE
LONDON W2 2TY



If you have any questions, please let us know. We look forward to seeing you in London!