



INTERCONTINENTAL

LONDON – THE O2

Deliveries/ Pickups

All deliveries must enter the hotel via its loading bay which is located at the back of the hotel by the **Meridian Gate**. To enter the back of the hotel you must drive through **The O2 arena's** security gate. Access will only be granted with a valid vehicle ticket with barcode. Tickets are issued by the Meetings & Events Planner prior to the event and can be presented on either a printed hard copy or on a smart phone or tablet.

Please note the event name on the tickets is related to Arena events and not the actual event at the hotel, therefore please ensure your driver/ courier is aware of the event they are delivering/ picking up for.

There is no parking for any vehicles in the loading area, however ample time will be given for vehicles to load and unload equipment and deliveries for conferences.

Access times & duration for deliveries must be confirmed with the Meeting & Events Planner in order to ensure unloading space is allocated for the duration of time required. As mentioned earlier unloading must take place as quickly as possible to ensure access for other hotel deliveries.

Loading bay elevators

The following dimensions relate to both service elevators:

Width	2.50 metres
Height	2.10 metres
Length	6.30 metres
Weight	5000 kgs

- ❖ *No equipment or other items may be brought into the hotel via the main entrance or any other guest entrance without prior consultation with your Meeting & Events Planner.*
- ❖ *Note that any parcels/boxes left with the Hotel will be stored safely for 30 days after the event. If failed to collect after this period, those will be disposed of.*

