



FINTECH SUMMIT 2025

WED 24 SEPT 2025
EICC, EDINBURGH

GENERAL INFORMATION AND INSTRUCTIONS FOR EXHIBITORS/SPONSORS

VENUE LOCATION

Edinburgh International Conference Centre, 150 Morrison Street, EDINBURGH EH3 8EE, Tel- 0131 300 3000

<https://www.eicc.co.uk/> for more venue details.

For more information on the location please [click here](#)

LOGO AND BIOGRAPHY

If you have not done so already, we will require you to send us a copy of your organisation's logo and approximately 100 words on your organisation to exhibitors@digit.fyi for our event website. It would be helpful to include contact details of a representative from your organisation that is willing to receive queries from interested delegates.

EXHIBITOR BADGES

As part of your package, you have been allocated 4 exhibitor/delegate places for the conference. If you have not already done so, please provide the names of those people by **Friday 5th September** by e-mail to: exhibitors@digit.fyi

EXHIBITION LOCATION

The exhibition will be held in The Lomond Suite. All stands will be provided with a 3m x 2m space, dressed trestle table, 2 chairs and access to power. Wi-Fi is available at no charge. Please bring along your own extension cable.

DELIVERY OF EXHIBITS

All deliveries to the EICC should be clearly marked with the following:

Exhibitor Name:

Event Name:

Event Date:

Edinburgh International Conference Centre

The Exchange

Loading Bay

Off West Approach Road

EDINBURGH

EH3 8EE

Scotland

Deliveries will be accepted from 2 working days prior the event day (Monday 22th Sept).

Exhibitors should ensure that arrangements are made for the collection of all items from the EICC at the end of the event. Items may be left for a very short period of time, if items are to be left and collected by a courier, an 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 complete

REPORTING

QR code badge lead scanning is available to exhibitors on the day. Information will be sent 1 week in advance.

WIRELESS INTERNET ACCESS

Free unlimited Wi-Fi is available at EICC.

EXHIBITION SETUP AND ACCESS TIMES

- There will be access from 7.15am on Wednesday 24th September 2025.

All stands should be erected by 08.30am on the morning of 24th September before delegates begin registration.

REMOVAL OF EXHIBITS-BREAKDOWN

Exhibitors may remove any exhibits or commence breaking-down their stand after 4pm on 24th September. It is advised that if a courier is needed, that it is pre-arranged for 24th or 25th September as storage of items is limited at EICC. **Please ensure that any boxes and packages are labelled appropriately if they are being left in the venue overnight. All items must be brought to the loading bay for collection.**

CAR PARKING

There are many car parks in close walking distance to the EICC. Further information found here - <https://www.eicc.co.uk/visiting/how-to-get-here/car-taxi-bike/>

AV/PLASMA HIRE

You may wish to hire a plasma screen to enhance your exhibition space.

You can order this directly from the venue. Pricing and order form [found here](#).

ORGANISERS' DESK

This will be manned at all times during the event. For any queries relating to exhibitor participation please email exhibitors@digit.fyi

INSURANCE

Each exhibitor is responsible for insuring against any legal liability incurred in respect of injury, loss or damage to property belonging to third parties if your corporate insurance does not already provide cover. In addition, you should protect your expenditures against abandonment and cancellation or curtailment of the event. Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage, and we recommend that you do take out insurance in the case of any problems that may occur.

CONTRACTORS' PASSES AND ACCESS FOR UNLOADING

Contractors' passes are not needed at this conference. Exhibitors/Contractors are asked to report to the conference reception desk which will be located in The Strathblane Hall.

Any questions, please contact

Exhibitor Team

E: exhibitors@digit.fyi

