

Information for Festival and Conference Squares

Location

Festival and Conference Squares are located in the city centre, just off Lothian Road, which is one of the busiest roads in Edinburgh. Lothian Road runs from the west end of Princes Street (the main shopping street in Edinburgh) passing Festival Square to Tollcross. The squares are part of the Exchange development, which is at the heart of the financial district in Edinburgh. To the west of the squares is the Sheraton Grand 5 star hotel, north and south are financial buildings and to the east is Lothian Road.

Footfall

The busiest times are during office hours, with peaks between 8am and 9am, at lunchtime and from 5pm until 6pm.

Power

Festival Square has two locations with power. The first is located roughly in the middle of the square and has 2x 32 amp single phase sockets. The second is close to the bollards running next to Lothian Road – this has a 63-amp single-phase socket. They are both located under manhole covers. Conference Square does not have power.

Water

Water can be made available on request.

Waste disposal

There are no facilities for waste disposal. This may be organised by ECCM for an additional fee.

Area

The dimensions of Festival Square are approximately 40m x 35m with a clear working area of 38m x 30m. The weight limit for the square is 500 kilograms per square metre. Vehicular access is up a curb from Lothian Road and through a set of bollards. The widest gap between the bollards is 4.5 metres. The square lies on a slight gradient from north to south. Dimensions for Conference Square can be obtained on request.

Loading and unloading

Small vehicles (under 7.5 tonnes) can unload on Festival Square with prior arrangement. Any heavy items needing to be unloaded from an articulated lorry will need contact ECCM prior to the event.

Parking

There is ample car parking a very short distance from the square. The closest van park is near the Haymarket Station a short walk away. Articulated lorries will need to be parked in a specific space on the outskirts of the city, subject to prior arrangement.

Wardens Service

ECCM operate a Wardens service in the Exchange, which is in operation from 7am until 4pm Monday to Friday. The Wardens can put ramps out to ease access from Lothian Road up the kerb onto the square. They can also help with any water requirements and can lift any manholes needed for power.