

# Cambridge Arts Distribution Service Useful Info

## Outdoor Poster Boards

- We have 80 outdoor posters boards at 45 different sites in and around the City.
- Posters run from Thursday to Thursday or Friday to Friday, depending which sites are requested.
- The deadline for your posters to arrive is the Friday the week before your posters due to be displayed.
- You can request specific sites, but these are subject to availability.
- If your poster will not fit at a requested site, we will place it at the next available good site, in the same area.
- We add items to the list, in the order that the posters arrive and work down the list in order, when putting up the posters, so if you wish to request specific sites, it is good practice to get your posters in early, before the deadline, to help bump you up the list.
- We take posters for the outdoor boards, in sizes A4, A3, A2, A1, A0, but the boards can be very full, and it is a good idea to check, if we have space for them, before you have large posters sizes printed(A2, A1, A0).

## Making A Booking

- You can make an online booking or download a booking form from: [www.cambridge.gov.uk/distribution](http://www.cambridge.gov.uk/distribution)
- Most people download a booking form, from the site, fill this in and then go back to the site and make an online booking, using the info from the form, this way you have the hard copy of the form, as a record of what you have booked and for your files.

## Delivery Address

Colin Merry  
Arts Distribution  
Cambridge City Council  
Cowley Road Depot  
Cambridge  
CB4 0DT  
Tel: 07717733799

## DELIVERY INSTRUCTIONS

If you are coming from town, on Milton Road, after the Vindis garage, on your left, and then the Guided Bus way, choose the righthand lane, second right is Cowley Road.

If coming from Milton Roundabout, leave the A14 or A10 at Milton, on to Milton Rd, take the first left, follow the road around, as soon as you are on the straight, you will see a porter cabin on the right, our entrance is opposite, but not clear to see until you are on top of it.

The entrance to Cowley road Depot is opposite the porter cabins, at the top of Cowley Road, directly after Orwell House and before the golf driving range. The depot has a green fence and green lorry containers inside the fence. The porter cabins opposite has a postal address of 10 Cowley Road, CB4 0DT.

Buzz at the gate, tell them that you have a delivery for Arts Distribution, please leave the delivery at the Security Office on the right of the gate.

- Please mark your delivery "To be collected from Cowley Road Depot Security Office"
- Please ensure that the delivery company know that this delivery is for Cowley Road Depot and not the City Council Stores.