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## CAMBRIDGE - Mind Body Soul Exhibition

11<sup>th</sup> & 22<sup>nd</sup> September, 2010  
Chilford Halls, Linton

### IMPORTANT INFORMATION

Please read carefully the attached information especially if you have booked more than one event as information will differ for each venue.

Dear Exhibitor

Listed below are important details of opening times, health and safety and fire regulations etc for the forthcoming MBS event at Chilford Halls, Linton. Please read through all information and be especially aware of the Fire, & Health and Safety Regulations. Can you also please ensure that all your requirements for tables, chairs electricity etc shown on your invoice are correct, as changing them on the day will not be possible.

Should you require any further information please do not hesitate to call us. We look forward to seeing you at Linton for a successful weekend.

Yours sincerely



Julie Saunders



Prime Impact Events & Media (Ltd)

Registered Office  
146 New London Road  
Chelmsford CM2 0AW

Registered in England  
No. 3220574

## SETTING UP AND OPENING TIMES:

### FRIDAY 10<sup>th</sup> September, 2010

Exhibitors: Setting up times are from 2pm-5pm

### SATURDAY 11<sup>th</sup> September, 2010

Exhibitors: Setting up from 8.00am (Exhibition will be open to the public from 10am-6pm)

All exhibition stands must be set up by 9.30am, as all external-loading doors must be closed before the exhibition opens.

Previous exhibitions have been delayed due to some exhibitor's late arrival.

### SUNDAY 12<sup>th</sup> September, 2010

Exhibitors from 9am (Exhibition will be open to the public from 10am-5pm) We would advise all exhibitors to arrive no later than 9.30am on Sunday in time for the exhibition to be open to the public at 10am.

Dismantling of stands must not commence until the exhibition has closed on Sunday after 5pm.)

## CAR PARKING

Over 1,300 free car parking spaces are available at Chilford Hall.

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## EXHIBITOR BADGES

Your Exhibitor Badges will be available on set up day

**Please visit the Mind Body Soul Reception desk at Chilford Halls, Cambridge to sign in and collect your badges and information kit when you arrive**

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## COMPLIMENTARY TICKETS

We will send to you nearer to the event date; 6 complimentary tickets for you to give to a customer or friend who you would like to invite to the show

## SECURITY

Please take adequate precautions to protect your stock and personal belongings at all times.

## DIRECTIONS

Directions to the Exhibition can be found within the exhibition programme, and on our website at [www.mbsevents.co.uk](http://www.mbsevents.co.uk)

## DIRECTIONS BY CAR TO CHILFORD HALL

**FROM LONDON:** Exit Junction 9 from M11 onto A11 (signs to Newmarket, Norwich) **Carry straight on for approximately 7 miles.** Turn left off the dual carriageway at the sign to "Chilford Hall Vineyard" & Balsham, then immediately right over the bridge. On approaching Balsham, turn right to "Chilford Hall Vineyard".

**FROM THE NORTH AND WEST ON THE A1 or A14:** **Join M11 from the A14.** Exit Junction 10 from M11 onto A505 (signs to Newmarket, Norwich). Join the A11, and then follow signs for "Chilford Hall Vineyard" as above.

**FROM THE EAST ON THE A14 or A11 (from Norwich):** **From the A14 passed Newmarket.** Keep to the left of the road and join the A11 in the direction of London. Look out for the Balsham signpost and "Chilford Hall Vineyard" Turn left on road to Balsham On approaching village turn right to Linton & "Chilford Hall Vineyard" **FROM HAVERHILL and BEYOND (A1307 and A604):** Approximately 2 miles passed Horseheath take the road on right (over brow of hill) marked "Chilford Hall Vineyard". Turn right onto Balsham Road (Fire Station on right) (sign post to "Chilford Hall Vineyard")

## ACCOMMODATION

If you require accommodation please contact the local Tourist information centre Cambridge 01223 322640 or please visit [www.mbsevents.co.uk](http://www.mbsevents.co.uk) website where you will find a list of local accommodation

## SCREENING

Stand screening, is Velcro compatible, grey polypropylene weaves. If you wish to attach any signs posters etc. it must be with Velcro Only (Hook). **NO PINS, BLUE TAC etc.** Velcro is available at the MBS reception desk at £2 per foot.

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## **TABLES & CHAIRS**

Please ensure your table & chair requirements on your invoice are correct. These items are ordered in specifically on the instructions you provide. Spares will not be available on the day. Tables are supplied without coverings please bring along suitable coverings. The tables that are available are 6ft x 2.6ft & 4ft x 2.6ft

## **DISPLAY MATERIAL**

All exhibitor activity and/or display must remain in the designated stand space. Distribution of leaflets and promotional type literature is restricted to the stand area.

## **GANGWAYS & FIRE EXITS**

The gangways used in this venue are the minimal permissible by law. Under no circumstances will exhibits, stand dressings, tables and chairs etc be allowed to encroach into gangways. Please ensure you keep to within your stand limits. Please also ensure that you do not obstruct any fire exits at all times.

## **STAND CONTENT**

Candles and naked flames. Candles should be used in or on a firm fixture or floating in water. Incense, only appropriate burners should be used, and kept away from flammable materials.

## **STAND DRESSING**

Artificial plants and flowers are combustible and give off toxic fumes. These must not be used for stand dressing. Silk type flowers are acceptable providing they have been fire proofed to BS 476 part 7. Please ensure that all fabrics are treated to prevent a fire hazard.

## **ELECTRICITY**

Please ensure that if electricity is required, that it has been ordered. Please check your invoice which confirms all your requirements.

## **ELECTRICAL APPLIANCES**

Any electrical appliance connected to a socket must have been tested by a competent person before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons bringing the equipment in to the exhibition hall.

## **GAS**

The use of pressurised gases within the hall is prohibited during show opening periods

## **SMOKING**

All exhibition areas are designated as NO SMOKING areas during build-up break-down and opening times.

## **REFUSE DISPOSAL**

Specific refuse disposal points will be advised. All stand holders are responsible for disposing of their own refuse and to ensure no build up of waste materials occurs.

## **EMERGENCY PROCEDURES.**

Details of emergency procedures will be left on each stand prior to the event opening. Please make sure you familiarise yourself and advise other members of your staff of these procedures prior to the event opening.

## **CATERING**

Chilford Hall will be supplying a range of healthy hot and cold snacks, sandwiches plus hot and cold beverages. Facilities will be open on Sat 9:00 to 17:30 and Sun 09:30 to 16:30.

No alcohol is permitted during build-up and break-down.

## **CASH MACHINES**

There is no cash machine facilities at The Chilford Hall Venue

## **PROGRAMMES**

The programmes will be sent nearer to the event date, if you need anymore for circulating please give us a call on 01787 224040

## **WEB BANNERS**

We have supplied a range of banners / buttons that you can use on your website to tell your customers that you will be at the event. Please visit [www.mbsevents.co.uk](http://www.mbsevents.co.uk)

## **CONTACTING THE ORGANISERS**

During the event please see the reception staff who are in contact with other members of Prime Impact staff.