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Mind Body Soul Exhibition

12 & 13 March 2011

Kempton Park Racecourse

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 Kempton Park Racecourse. 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 Kempton Park 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 11th March, 2011

Exhibitors: Setting up times are from 3pm-6pm

SATURDAY 12th March, 2011

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 13th March, 2011

Exhibitors from 8.30am (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 3000 free car parking spaces are available at Kempton Park.

EXHIBITOR BADGES

Your Exhibitor Badges will be available on set up day

Please visit the Mind Body Soul Reception desk at Kempton Park to sign in and collect your badges and information kit when you arrive

CASH MACHINE

There is an ATM at the reception of the venue

COMPLIMENTARY TICKETS

We will send to you nearer to the event date; 8 complimentary tickets for you to give to a customer of 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

DIRECTIONS BY CAR

Kempton Park is very near the London end of the M3. If you are travelling from anywhere other than London, the best route is to follow the M25 until junction 12 and then turn onto the M3 east bound until junction 1. From there turn right on to the A308 and Kempton Park can be found 1 mile further along on your left.

BY RAIL

NEW TRAIN SERVICE DIRECT TO KEMPTON PARK

This service is operated by southwest trains (timetable no 13)- London Waterloo to Shepperton stopping twice an hour on Saturday and once an hour on Sunday.

For further details and timings please call

National Rail enquiries 08457 484 950

Customer service centre 0845 6000650 www.southwesttrains.co.uk

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.

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 are 6ft x 2.6ft

DISPLAY MATERIAL

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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, naked flames and incense are not allowed at Kempton park racecourse due to the sensitivity of the smoke detectors.

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

Kempton 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

An ATM cash machine is located at the entrance to the exhibition.

PROGRAMMES

The programmes have been sent under separate post, if you need any more for circulating please give us a call on 01787 224040

CONTACTING THE ORGANISERS

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

HOW TO EXHIBIT GUIDE

How to exhibit guide can be found on our website www.mbsevents.co.uk

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

ACCOMODATION

Details for accommodation in the local area can be found on our website www.mbsevents.co.uk

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