

# **Important Information**

## **Mind Body Soul Set-Up and General Information**

### **2nd & 3rd October 2010, London Olympia**

Please make sure you have read the following information regarding exhibiting at

#### **THE MIND BODY SOUL EXHIBITION.**

It is important that all forms and documents are completed and returned by the given deadlines.

1. ACCOMMODATION
2. CASH MACHINES
3. CATERING
4. CHAIRS & TABLES
5. CHILDREN
6. COMPLIMENTARY TICKETS
7. CONTACTING THE ORGANISERS
8. DELIVERY OF GOODS & EQUIPMENT
9. DILAPIDATION
10. DISMANTLING
11. DISPLAY MATERIAL
12. REFUSE DISPOSAL & PACKAGING MATERIALS
13. ELECTRICAL APPLIANCES
14. ELECTRICITY
15. EXHIBITION OPENING TIMES
16. EXHIBITOR BADGES & ACCESS
17. EXHIBITORS RESPONSIBILITIES
18. EXHIBITS & DISPLAYS
19. FIRE HAZARDS
20. FOOD SAMPLING
21. GANGWAYS & FIRE EXITS
22. GAS
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36. SITE ACCESS PLAN
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43. TROLLEYS
44. UNLOADING AND LOADING
45. WEB BANNERS

## 1. ACCOMMODATION

We recommend K West Hotel which is a 7 minute walk from Olympia. We have negotiated special rates for all Mind Body Soul exhibitors to book please visit [www.mbsevents.co.uk](http://www.mbsevents.co.uk) We have also listed a selection of hotels on our website

## 2. CASH MACHINES

There is an ATM machine in the entrance area of the exhibition and a NatWest cash machine opposite the Olympia tube station

## 3. CATERING

Olympia will be supplying the catering for the event. A selection of light refreshments will be available including veggie options. Catering will be available on 2nd & 3rd Oct, 2010 from 1000hrs-1700hrs

## 4. CHAIRS & TABLES

Chairs (Samsonite Folding) if you require chairs on your stand and have not yet ordered them please order contact us with your requirements before the deadline date which is the 13<sup>th</sup> September, 2010 . Additional chairs will not be available on the day. Please check your invoice for what you have ordered.

## 5. CHILDREN

Children under 16 are not permitted onsite during build up and breakdown periods.

## 6. 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. (please note these tickets are not for your stand staff or exhibitors)

## 7. CONTACTING THE ORGANISERS

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

## 8. DELIVERY OF GOODS & EQUIPMENT

Delivery of goods is on Fri 1st October during setting up times 15.00-20.00hrs or Sat 2nd Oct between 08.00hrs-09.30hrs only and when there is someone on the stand to accept the delivery.

### **Olympia and Prime Impact will not accept any responsibility for any deliveries.**

Delivery address is: Addressee  
Mind Body Soul Exhibition 2010  
( G Gate ) Olympia 2  
Stand Name & Number  
Olympia Exhibition Centre  
London W14 8UX

## 9. DILAPIDATION.

No screws, nails or similar fixings may be used on the shell scheme, screening or any part of the Exhibition venue including floors, nor may any part of the Exhibition Building or grounds be damaged or disfigured in any way. Should any damage occur, the Exhibitor responsible will be liable for any repair charges incurred.

## 10. DISMANTLING

In the interests of Health & Safety of our visitors, dismantling of stands must not commence until after the exhibition has closed on Sunday at 6 pm, and all visitors have left the building. Exhibitors, their contractors and agents are required to vacate the venue by no later than **10pm on final day** of the event. Any costs incurred for failure to vacate by that time will be passed on to the exhibitor.

ELECTRICITY SUPPLY will be switched off on Sunday evening at 18.30hrs please ensure that all tills / card machines are cashed up before this time, electricity will not be able to be switched back on after this time due to safety issues

**Children under 16 are not permitted on site during build-up & break-down.**

## 11. 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.

## 12. REFUSE DISPOSAL & PACKAGING MATERIALS.

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. No storage for packing cases or packing materials is provided within the Exhibition Hall. Any such materials must be removed from the venue before the Exhibition opens. Please note that you will be charged for any excessive waste left in the venue at the end of the show Excessive waste is described as: more than 2 boxes of literature, stand fitting material, pallets, material packaging and quantities of unsold stock or 'give-aways'

Hazardous waste is classified by the 2005 Hazardous Waste Regulations as:

light bulbs and fluorescent tubes, electrical equipment and fittings, gloss and emulsion paint and their containers, cooking oils and their containers, aerosols both full or empty, oils and lubricants and oily rags (this includes rags for cleaning shell scheme)

### **13. 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, responsible for bringing the equipment to the exhibition. Extension leads need to be FULLY unwound prior to use. Electrical safety inspections will be carried out prior to the event opening, any equipment which does not conform to the required standard will not be permitted.

### **14. ELECTRICITY**

It is vital that your lighting and/or equipment does not exceed the wattage ordered.

If you incorrectly state your power requirements and draw more current, you are likely to blow the fuse to a group of stands. Should this occur there will be additional charges for resetting, testing and upgrading to a higher current level. Any additional charges that are incurred will be passed on. All electricity / lighting requirements should be ordered direct with our stand contractor, application form attached. Under no circumstances should exhibitor's own staff or any electrical contractor to make lighting or power connections. No more than one plug may be fitted to any one switch socket. 2 or 4 way adaptors may be used if fitted with a 13amp fuse. Box adaptors are not permitted. Power to stands will be switched off 30 minutes after the show closes at the end of each day and may not be turned back on until the following day. The only exception is for exhibitors who have ordered a 24hr power supply. **If you require lighting or electrics and have not yet ordered these items, all orders must be made direct with our stand contractor. Order form available on our website**

### **15. EXHIBITION OPENING TIMES:**

Entrance to the Mind Body Soul Exhibition for the public during the exhibition opening hours will be via Olympia 2 main entrance on Hammersmith Road. Sat 2nd & Sun 3rd Oct, 2010 Opening times 10am-6pm

### **16. EXHIBITOR BADGES & ACCESS.**

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#### **EXHIBITOR BADGES**

***These will be sent to you by post approx 4 weeks prior to the event, please ensure you bring the badges as without them you will not gain entry into the exhibition hall***

Your Exhibitor Badge Holders will be available for your collection on set up day

**Please visit The Mind Body Soul Reception desk to sign in and collect your badge holders and information kit when you arrive**

**The reception desk is situated in the main exhibition hall**

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Exhibitors will not gain access to any part of Olympia without an exhibitor badge, please ensure these are worn at all times.

Exhibitor access on open days is via G Gate and the secondary doors at the front of Olympia2, situated on Hammersmith road between 0800 & 1000 hours and once the show is open, via the main entrance on Hammersmith Road

**Children under 16 are not permitted on site during build-up & break-down**

### **17. EXHIBITORS RESPONSIBILITIES.**

Exhibitors will undertake to act in accordance with the law, and indemnify Prime Impact Events & Media Ltd in relation to advice given and/or claims made in connection with a product or service they offer.

Every exhibitor, contractor, sub contractor, supplier and their agents must comply with the Health & Safety at Work Act 1974.

It is each exhibitor's legal and moral responsibility to ensure that their own and others health and safety is not put at risk by their actions (or inactions) during the show.

### **18. EXHIBITS & DISPLAYS**

i) Prime Impact, the Local Authority and Venue Managers reserves the right to examine and exclude any exhibit or installation display material or exhibits which contravene security, fire or safety regulations.

ii) No Exhibitor will be permitted to install a display or exhibits in such a way that in the opinion of Prime Impact, restricts access to neighboring stands, obstructs the light or impedes the view along open spaces and/or gangways.

iii) Heavy and bulky exhibits are restricted by floor loading and restricted access. Individual requirements must be advised in writing to Prime Impact.

iv) All movement of and fixtures to the shell scheme or screening hired from Prime Impact must be carried out by the appointed contractors.

v) All electrical installations and connections must be carried out by the contractors appointed by Prime Impact.

vi) Exhibits, services and products on offer at the exhibition must be listed on the booking form. Items not listed will not be permitted.

#### **19. FIRE HAZARDS.**

Candles and naked flames. No more than 2 on a stand at any one time and situated in a suitable location (ie out of reach of the public) as agreed by the duty fire officer. 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. Please respect your neighbours if burning incense. We also request that you complete and submit a short fire risk assessment document (enclosed) prior to coming on-site, to describe what measures you have in place to prevent fire and injury.

#### **20. FOOD SAMPLING**

Anyone wishing to sample any food or drink from their stand should submit details of what they wish to sample, and the control measures they have in place to ensure 'food safety and hygiene'.

Just to confirm that any sampling from stands should adhere to the following portion sizes:

- Unwrapped food - bite sized portions
- Individually wrapped items for off site consumption
- Drink – 85 ml (3fl oz) container

#### **21. GANGWAYS & FIRE EXITS.**

The gangways used in these venues 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 any time.

#### **22. GAS.**

The use of pressurised gases within the exhibition is prohibited during show opening periods unless agreed in writing by Prime Impact, who must also approve the use of compressed air in advance.

#### **23. HANDS-ON THERAPY**

All therapists that provide hands-on treatments for financial gain during the exhibition are required to complete a risk assessment and provide details of qualifications of therapists taking part at the event. Copies of public liability insurance are also required by everyone offering hands-on treatments, regardless of whether or not for financial gain. Practitioners will not be permitted to offer treatment without documentation. Our on-site GP will meet with you prior to the start of the event.

#### **24. INSURANCE.**

The exhibitor shall take out adequate insurance in respect to all liabilities of the exhibitor in relation to the exhibition during build-up break-down and opening times. Exhibitors are required to have as a Minimum, £1 million pounds public liability insurance. As such Prime Impact shall not be liable for any claims arising from death or bodily injury, damage to or loss of property caused by the exhibitor or any person or company acting on their behalf. The Exhibitor will indemnify Prime Impact Events and Media in respect of each and every such claim and all actions, claims, costs, proceedings and demands in respect thereof. The Exhibitor shall also adequately insure all property on a full 'All Risks' basis for a sum insured equivalent to the full value of all property and exhibits brought to the Exhibition.

#### **25. FORCE MAJEURE**

The Exhibition may be postponed or suppressed altogether in the event of force majeure or any cause outside the Organisers' control. The Organisers shall not be liable for damages or costs on any grounds

#### **26. MUSIC**

There are two music licences, the PRS (which covers music which has been recorded) and PPL (which covers music which has been composed). This means if you have a live band, you will need a PPL licence, however if you are playing music you will need both a PPL and PRS licence.

#### **27. LEAFLETS/SAMPLES**

We will be issuing carrier bags to the general public as they enter the exhibition if you require leaflets or samples in the carrier bags please contact Emily on 01787 224040 for further information

#### **28. PARKING**

Please see our website for up to date information and how to book and pay for parking in advance.

#### **29. PHOTOCOPYING**

Photocopying is available from the Business Centre which is located on Level 3 (conference Centre) open 0900 – 1700 Saturday 2nd & Sunday 3rd October, 2010

#### **30. POSTERS**

Posters for the event are available in A3 and A4 sizes. If you require further posters please call on 01787 224040 or email: [emily@primeimpact.co.uk](mailto:emily@primeimpact.co.uk)

**31. PROGRAMMES**

The programmes will be sent to you prior to the event., if you need more copies for circulating please call on 01787 224040 or email: [emily@primeimpact.co.uk](mailto:emily@primeimpact.co.uk)

**32. SECURITY.**

The venue is locked & has overnight security personnel; however exhibitors should ensure that adequate measures are taken to protect individual stands, property and stock. Prime Impact shall be under no liability whatsoever for any loss or damage. Venerable equipment such as lap-top computers etc should therefore be removed from the venue.

**33. SETTING UP TIMES:**

**Friday 1st October 15.00hrs– 20.00hrs.**

**Saturday 2nd October, 2010 08.00-09.30hrs**

All exhibition stands must be set up by 09.30am on Saturday 2nd October, As all external-loading doors must be closed before the exhibition opens at 10.00hrs. Doors may only be opened when all isles and exits are all clear. Vehicle access for unloading & loading on set-up and break-down days will be via “**G**” Gate. A pass will be posted to you 2 weeks prior to the event date. Once unloading is complete, vehicles must be moved to a car park. Entrance for Exhibitors on foot during show opening hours will be via Main Entrance (Hammersmith Road). Exhibitors will **not be admitted** without an exhibitor badge. The exhibition doors will not open to exhibitors until all aisles and exits are clear.

**Children under 16 are not permitted on site during build-up & break-down.**

**34. SHELL SCHEME STANDS**

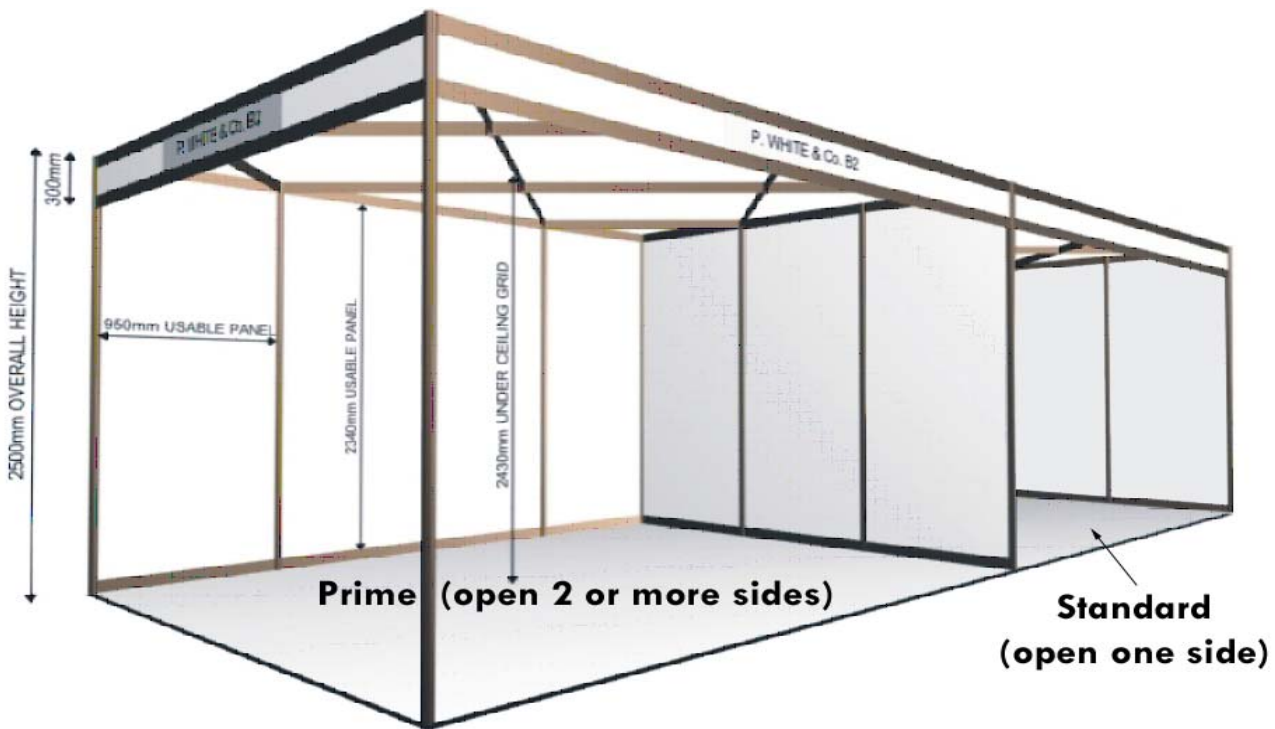
Stanco will be constructing the stands at The Yoga Show London; the stands will be constructed using white Octanorm system. Your stand will be full shell scheme (unless otherwise stated) built on carpeted floor.

Stands are aluminum frame construction with 3mm white Foamex panelling. Stand total height is 2.5 m.

Signage and stand dressing may be attached by Velcro (Hook & Loop) Sellotape, or Bluetack

**Please do not use:** Nails, Staples, Screws, Pins, Glue or Paint., or lean heavy objects against the panelling.

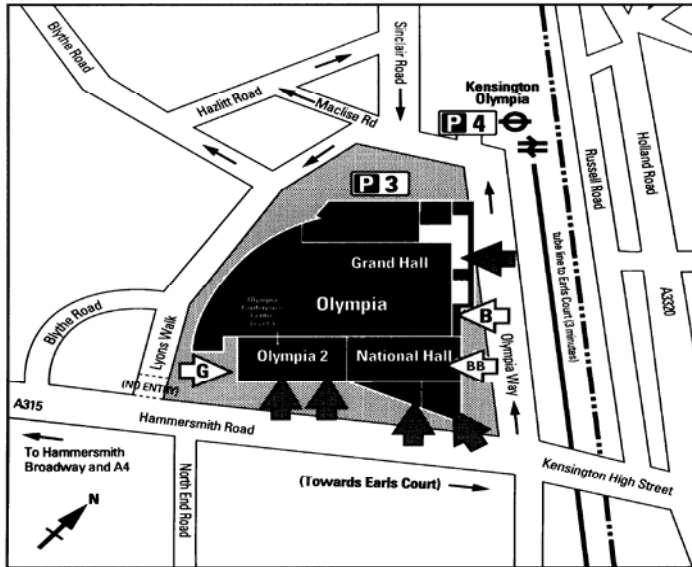
Your company or organisation name and stand number will be displayed on the fascia panel in black lettering on white background. Top panels are 300mm in depth inc support frame. The fascia panels (inset) are 160mm in depth.



**35. STAND DRESSING.**

Textile fabrics used for interior display purposes on the stand must be flame proofed or purchased already treated by use of approved chemicals, in accordance with BS 5438/BS5852. Certain fabrics need not be proofed i.e. wool, twill and felt. Textile fabrics used for interior decorative purposes within stands must be fixed taught and/or in tight pleats (not draped) and secured 3” above floor level not touching light fittings. 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 and are marked as such.

**36. SITE ACCESS PLAN**



**Key**

- ➡ Pedestrian Entrances
- ⬅ G Gate
- ⬅ B Gate
- Ⓜ Olympia Multi-Storey Car Park
- Ⓜ Olympia Car Park
- ➡ One Way Street

*You can pre-book car parking at either of these car parks using Visa, American Express or Mastercard. Call 0800-0568 444 (calls to this number are free).*

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**37. SMOKING**

The event is strictly no smoking for the duration of the show including build-up & break down periods.

**38. STAND SERVICES**

Please check your invoice which gives details of the services you have ordered; please make sure these details are correct. If you require any of the additional items listed, please contact us no later than 8<sup>th</sup> October 2010. 01787 224040

**Please note tables/chairs are not included in the stand cost.**

Chair (prior to exhibition)	£7	Order through Prime Impact
Table 6ft (prior to exhibition)	£15	Order through Prime Impact
Table 4ft (prior to exhibition)	£15	Order through Prime Impact

**To order any other furniture, electricity/lighting etc please contact our stand contractors Stanco direct (form enclosed).**

**39. STAND NAME & NUMBER.**

Your stand name & stand number will be displayed on the fascia panel. Please fill in the Stand Nameboard form and return back to our stand contractors, Stanco to ensure you receive the correct name display

**40. STORAGE.**

There are no storage facilities within Olympia. Provision should be made within your stand area. Please note the storage behind stands is not permitted

**41. SUB LETTING.**

Sub Letting of stand space is not permitted without specific agreement by Prime Impact Events & Media

**42. TELEPHONE AND INTERNET CONNECTION**

Telephone and internet connections should be ordered directly with e-Force. A order form will be sent with your set up kit or you can download a booking form from our website [www.mbsevents.co.uk](http://www.mbsevents.co.uk)

**43. TROLLEYS & SACK BARROWS**

Please ensure you bring these with you to transport goods from the loading bay to your stand, non are available at the venue.

**44. UNLOADING AND LOADING**

Unloading and loading will be via Gate G Loading Passes will be sent 2 weeks prior to the event date.

**45. 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)