

**Mind Body Soul Exhibition**  
26<sup>th</sup> & 27<sup>th</sup> March 2011  
International Hall Brentwood Centre  
Brentwood Essex

The Old School  
Colchester Road  
Wakes Colne  
Colchester  
Essex  
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**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 in Brentwood. 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 in Brentwood 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 25 March 2011**

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

### **SATURDAY 26 March 2010**

Exhibitors: Setting up from 7.30am (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 27 March 2010**

Exhibitors from 10am (Exhibition will be open to the public from 11am-5pm) We would advise all exhibitors to arrive no later than 10.30am on Sunday in time for the exhibition to be open to the public at 11am.

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

### **CASH MACHINE**

There is an ATM at the reception of the venue.

### **CAR PARKING**

Over 2,000 Free car parking spaces are available at The Brentwood Centre.

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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 Brentwood 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; 8 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)

### **ACCESS BY CAR**

Brentwood has excellent road and rail connections with the M25, A12 and A127 within the Borough and is only 18 miles from London. The Brentwood Centre is located on Doddinghurst Road a bus ride away from the town centre. Postcode for your sat nav CM15 9NN

### **ACCESS BY RAIL**

Full details can be found on our website [www.mbsevents.co.uk](http://www.mbsevents.co.uk)

### **BY BUS**

Full details can be found on our website [www.mbsevents.co.uk](http://www.mbsevents.co.uk)

### **ACCOMMODATION**

If you require accommodation please contact the local Tourist information centre Brentwood 01277 200300

### **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 & chairs 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 or 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. Electricity will not be available to order on the day.

## **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**

Hot and cold snacks, sandwiches plus hot and cold beverages. Facilities will be open on Sat 8:30 to 17:30 and Sun 10:00 to 16:30.

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

## **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

## **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](http://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](http://www.mbsevents.co.uk)