

# MENTA TRADE FAIR 2011

Tuesday 13th September 2011

3.00pm – 7.00pm

The Gallery, The West Wing at Ickworth

sponsored by

**atkinsthomson**

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## Information for Exhibitors

**Thank you for booking a stall at our 2011 Trade Fair.**

**Please read this information and do not hesitate to call us if you have any questions – 01284 760206**

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### Venue

**The Gallery** at The West Wing at Ickworth, Horringer Bury St Edmunds IP29 5QE.

**[www.ickworthwestwing.co.uk](http://www.ickworthwestwing.co.uk)**

The Gallery is a much larger space than we have used in previous Trade Fairs, and should make for a great event.

### Arrival time

We have over 50 stallholders to accommodate, and so we ask for your co-operation in making the arrival process as easy as possible for everyone.

**Therefore, please call us as soon as possible to book your arrival time; you may pick a 30 minute slot between 11:00 am and 2:30 pm**

**Arrival times will be allocated on a first come first served basis**, but you will be welcome to set up early and leave your stall unattended until opening time, if you wish. Our staff will be on hand at all times.

### Delivery

Please bring your equipment to the **Deliveries** entrance at the rear of the building (NOT the main entrance, which will be in use all day by members of the public).

- Take the main drive from the A143, following the MENTA signs; at the National Trust Gate House explain that you are attending an event at the West Wing and they will allow you to enter.

- Leaving the the main car park on your right, drive through the gates towards the main house, but immediately **FORK RIGHT** following the sign to the rear of the building marked “*Deliveries*”.
- Pull up by the delivery entrance and unload, and then drive back to the main Car Park to leave your vehicle. Parking is not permitted next to the building.
- Access to the building is via the Moat Corridor. Take the lift to the First Floor from there.

## Parking

All vehicles must be parked in the main car park, two minutes walk away, and not by the house or the West Wing.

## Stall Allocation:

Stalls will have been pre-allocated, and may not be altered; we have deliberately tried to arrange the stalls so that visitors are encouraged to walk through the whole exhibition.

If you have ordered a table it will be set out before you arrive, otherwise the space will be empty.

## Set up:

- Each stallholder will have a space a little over six feet wide by four feet deep; if you have ordered a table, it will be six feet wide and two feet five inches deep, and will be covered by a cloth that will reach to the floor and effectively box it in, but you may bring your own cloth if you prefer.
- There is no backdrop attached to your stall.
- As a general guideline, anything that you can fit on your tabletop in terms of display is fine. If unsure, please feel free to ask.
- You are welcome to decorate the table and your area in any way that you wish, provided that you cause no damage or marking to the cloth, table, floor or walls.
- Pull-up posters are welcome, but should be placed behind your table, if you are using one. We encourage you to stand in front of your table, to allow greater space for visitors to move around and to encourage networking.
- You are not permitted to fix anything to any wall or floor.

## Electricity:

There will be no electricity available on your stall, however battery powered laptops and any other battery charged devices are perfectly acceptable. There is no wi-fi at the venue.

## **Opening ceremony**

The event starts at 3.00pm promptly; there will be a short opening ceremony, as our Trade Fair marks the opening of the Bury St Edmunds Business Festival. Please make sure your stall is ready.

## **Refreshments:**

There will be a refreshment stall in the Gallery throughout the day selling snacks and drinks, and the restaurant and bar on the ground floor will be open until 5:00 pm.

## **Networking and break-out area**

This is a fun, relaxed event where you can network and promote your products and services.

We will be making a comfortable break out room available on the same floor if you want to take contacts or clients for a chat away from the hurly burly of the Trade Fair itself.

## **Packing up:**

Packing up needs to be started promptly at 7:00pm. To speed the process, you may leave either by the front or rear of the building.

## **Fire regulations**

Please make sure that you have read and understood the enclosed Fire Evacuation rules.

## **Visitors Parking**

All vehicles must park in the main car park, clearly signed a couple of minutes walk from the West Wing main entrance. If it is wet, you might need your umbrella!

## **Feedback**

This is an informal event and so your support and feedback (positive as well as negative) will be appreciated. Many thanks and have a great event!

This event is most generously sponsored by



atkinsthomson

# Fire Evacuation from The West Wing

The West Wing at Ickworth should be evacuated when the fire alarms sound in the West Wing, in the Rotunda or in the East Wing Hotel.

## **General Information**

Evacuation from the West Wing can be through four routes

1. Through the Orangery and onto the South lawn,
2. Through the delivery bay on to the Marquee lawn,
3. Through the Reception door on to the Marquee lawn
4. Through the Moat door on to the marquee lawn

Assembly areas are

1. On the Marquee lawn to the north of the West Wing
2. On the south lawn against the far hedge away from the building

On hearing the fire alarm leave the building via the nearest safe route, and close doors only if it is safe to do so.

## **Evacuation Routes**

From the Gallery & Gallery Balcony the ideal route is down the service stairs out of the delivery door and on to the marquee lawn. Alternative routes are down the main stairs to the lower ground floor and out through the moat door onto the marquee lawn, or out through the Reception and through the front door onto the marquee lawn.

From The Court the ideal route is down the main stairs to the lower ground floor through the Moat door and on to Marquee lawn. Alternative routes are down the main stairs to Reception through the front door and onto Marquee lawn, or along the Gallery balcony, down the service stairs and onto the marquee lawn.

From The Restaurant the ideal route is through the Orangery onto the south lawn. Alternative routes are through the shop and Reception and onto the marquee lawn, or down the service stairs onto the marquee lawn.

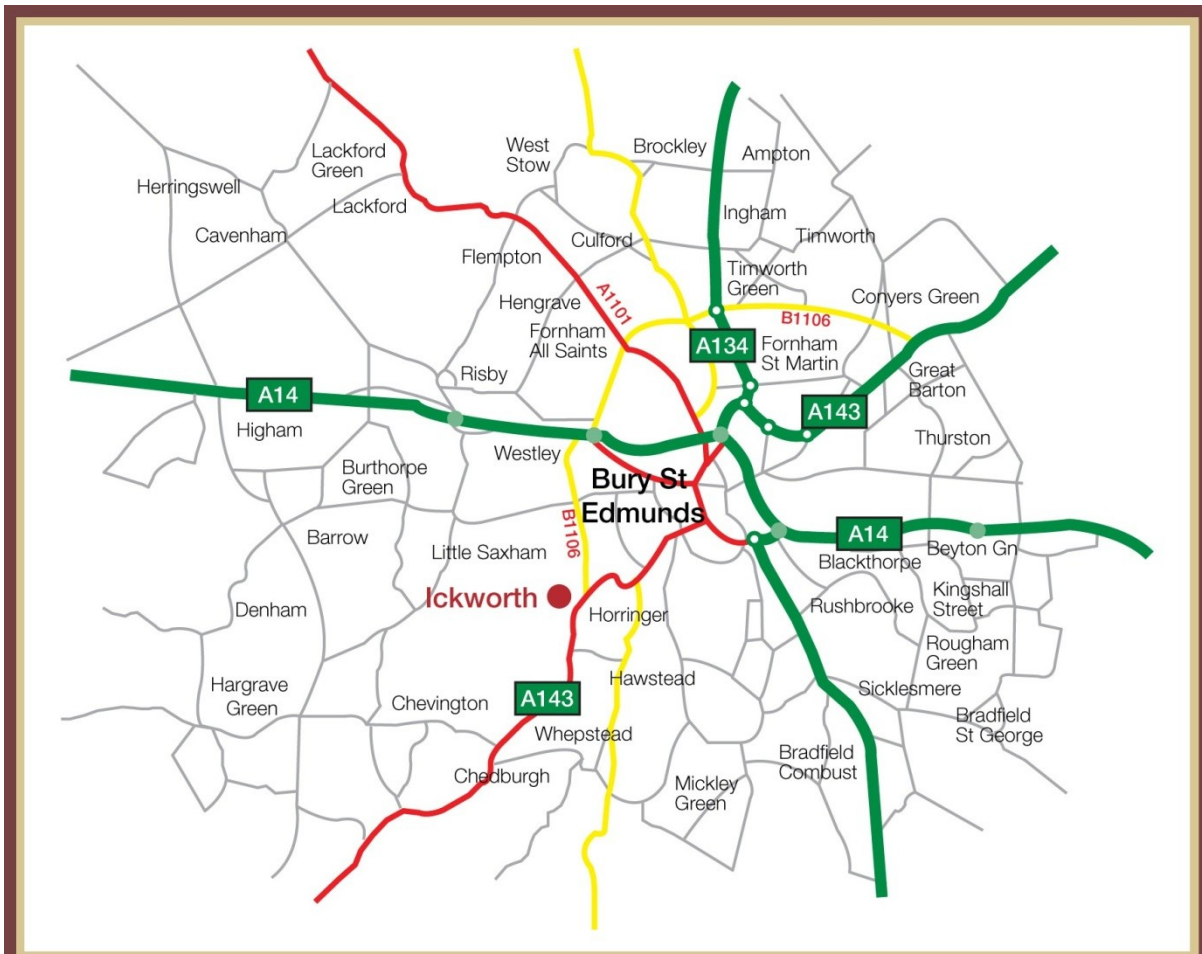
From The Engine Room the ideal route is up the main stairs to the Reception and through the front door, and then on to the marquee lawn.

Note. The Service stairs are at the far end of the West Wing (restaurant end)

## **Visitors with Disabilities**

Please inform the Conference Manager or Duty Manager of any visitors requiring assistance during a possible evacuation

You will be advised if a Fire Alarm test is planned for the day of your event



**By road:**

**Ickworth Park is in Horringer, 3 miles south west of Bury St Edmunds on A143 (sign posted from A14)**

**On entry to the park proceed straight on to the main visitor car park. Do not turn left in to the hotel. If you are stopped at the ticket kiosk please inform the person on duty that you are attending an event at The West Wing and do not pay any entrance charge.**

**Leave your car in the car park and walk up to The West Wing which is to the right of The Rotunda.**

**Please note there is strictly no parking outside The Rotunda and West Wing other than for disabled visitors.**

**The main visitor Reception is on the ground floor and there are lifts to all floors.**

**For further information call Mary Myers on 01284 735957**