

**BRIEFING NOTES FOR EXHIBITORS ATTENDING MARKET DRAYTON COMMUNITY ENTERPRISE CIO'S
FESTIVAL OF HEALTH & WELLBEING ON WEDNESDAY 26th APRIL 2023**

On arrival, please make the first job any sanitisation, followed by registration on the Attendance Sheet provided on the MDCE stand – not at the Foyer Reception Desk. FDC protocol forbids donation boxes on stands and promotional literature outside the Auditorium.

There is limited parking for unloading just beyond FDC (TF9 3AX). If approaching from Shrewsbury, take the second exit at the Muller roundabout. If approaching from the East (M6/A53), take the first entry road to the Town Centre and then follow the internal ring road bearing right at each junction. It is suggested, after unloading, to park on the Towers Lawn car park (TF9 3AA), about 200 metres beyond FDC, second exit from the mini roundabout: (ie – straight ahead).

While this Festival is, as previously, gratis entry for Exhibitors and Visiting Public, a suggested Exhibitor voluntary donation of £10, (via BACS at your convenience or by cheque at the Festival), will be appreciated to help defray the costs of hosting our popular Festivals, of which this will be the thirteenth. MDCE's NatWest Account details for BACS donation are – Sort Code 01-05-48; Account Number 47221305. Kindly quote Ref: Festival 13.

Two Leek Building Society Staff Members have volunteered to act as Stewards, assisting visitors and exhibitors as needed.

PROGRAMME

08.30 MDCE + FDC organising table layout. Exhibitors should not arrive before 09.00.

09.00-10.00 Auditorium is open, enabling Exhibitors to set up their stands. Wifi is available. Please ask at Reception for access code. Sufficient tables (6 ft x 3 ft) will be available – so exhibitors must not bring their own. Please ensure any promotional stands etc are not over-wide. Exhibitor names will be on each table. Exhibitors to sign in alongside their organisation's title on the List of Exhibitors on the Qube/MDCE table located by the entrance/exit alongside the stage.

09.30 Café opens.

10.00 Auditorium opens to Visiting Public.

10.15 Arrival of High Sheriff of Shropshire 2023-24, Mrs Mandy Thorn, with Consort, Mark Thorn. Mrs Thorn and Consort will circulate to meet exhibitors and visitors.

11.00-11.05 The High Sheriff will make a short speech.

12.30 The High Sheriff and Consort will leave the Auditorium.

14.00 Café closes. Festival closes to the public and Exhibitors can start to break down.

14.00 Open Forum: Proposal to create a Joint Police+Public Stakeholders' Steering Group to combat local Anti-Social Behaviour.

Contact: Eric Davis, Secretary – ericatriverside@btinternet.com Tel – 01630 655778

