



1 June 2016

Dear colleague

## 3<sup>rd</sup> Mid Essex Showcasing Healthcare Event

Last September we held a major multi agency Health & Wellbeing Showcase attended by commissioners, health providers and representatives from local charities working in the field of health and social care. The event was very well received by the hospital, its staff and the 40 plus charities that attended found it very worthwhile in terms of valuable networking opportunities and meeting key clinical staff.

I am delighted to confirm that the Chief Executive and Trustees of Mid Essex Hospitals Trust have once again kindly agreed to allow Chelmsford Centre Supporting Voluntary Action to hold a third charity exhibition showcase in the public areas of the **Atrium at Broomfield Hospital** on Thursday 15 September 2016 from 10.30am to 4pm.

If your work supports the health and wellbeing of local people and you would like to showcase your organisation please **complete the information overleaf** and return it to us as soon as possible, but **by Friday 17 June at the latest**. This event is extremely popular and there is usually a high demand by exhibitors - spaces are limited.

We will need to comply with the requirements of the hospital in capping the **number of exhibits at a safe level** since the event is taking place on a normal working day when the site is fully open to the public.

The Trust will also be hosting its Annual General Meeting on that day and will be inviting members of the public to join their event and **gain an insight into the business of the hospital** and learn more about a range of services provided and their world class care.

Once we have exhibitors confirmed we will release more detailed information about the format and timings for the day. In the meantime, if you have any questions please call Peter Brooks on 01245 351888.

Yours sincerely

Lorraine Jarvis, Chief Officer

*Working with*

Mid Essex Hospital Services   
NHS Trust



## 3rd Mid Essex Showcasing Healthcare 15 September 10.30am – 4pm

Venue: Broomfield Hospital, Court Road, Chelmsford, Essex, CM1 7ET

### \* Exhibitor booking form 2016 \*

Contact (name)	Job title
Organisation	Address
Telephone	Email

Attendee/s details

Name: \_\_\_\_\_

We agree to set up our exhibition stand by

Name: \_\_\_\_\_

10.30 am and will not dismantle it until 4 pm

Name: \_\_\_\_\_

(please acknowledge)

**Exhibitors tables are provided plus 2 chairs. Banners are permitted.**

As the event is being held in a public arena, please ensure that any electrical equipment you bring with you is PAT tested. *Failure might result in the item not being allowed on site.*

Do you require a power socket? No  Yes  (sockets are **limited and not guaranteed**).

**Fee to exhibit at the event is £25 per charity / organization #.**

Please treat this form as your invoice so that we can keep administration costs to a minimum.

**Cheque** payable to Chelmsford CVS  **Cash**

**BACS** account name Chelmsford CVS, sort code 08 90 04 account no. 50087277

**Onsite parking will be provided free of charge for exhibitors.** Details of where to park will be provided within the exhibitors pack prior to the event. Please note there will be an approximately 7 to 10 minute walk to the exhibition area.

**Refreshments are not provided.** However, there are a number of food outlets on site.

**Please return completed form to Chelmsford Centre Supporting Voluntary Action together with your remittance by Friday 17 June 2016\***

\*Spaces are limited so please book early to avoid disappointment.

# It might be necessary to position like-minded organisations on the same stand in order to accommodate more.