

Health and Safety Guidelines

for trade fairs, exhibitions, congresses and other
events held on the premises of Hamburg Messe
und Congress

– Exhibition Campus –

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Revision History

Revisions since version dated 23-09-2020

- Front cover** "Exhibitions ... and other events" added to subheading
- Entire document** "Mouth-and-nose covering(s)" replaced with "surgical mask(s)"
- Section 1.** Added statement that the HmbSARS-CoV-2-EindämmungsvO as last amended as well as supplementary regulations form the basis of the Health and Safety Guidelines. Entire last paragraph added.
- Section 3.** Substantial new text relating to exhibition hall ventilation.
- Section 4.1.2.** Deleted reference to adjacent rooms in connection with people counting system.
- Section 4.1.3.** Access control: Item "Face coverings for staff and visitors" deleted
Cloakrooms: Item "Face coverings for staff and visitors" deleted
Bathrooms: Admissible number of persons increased to 2 to 8.
Escalators: "Rider markings on running handrails" item deleted.
Hall entrance areas: Item "Face mask requirement" deleted.
Skywalk: Item "Face mask requirement" deleted.
- Section 4.2.** Effective date added. Scope expanded to include all indoor spaces.
Definition of surgical masks amended.
Requirements for individuals aged seven to 14 years amended.
Exceptions item deleted.
Paragraph relating to technical equipment as a replacement for mandatory masks deleted.
- Section 4.4.** Time period adjusted from 14 to ten days.
"Definition" replaced with "List".
- Section 4.6.** Third item amended to include final sentence detailing contact tracing during trade fairs.
Last item modified to read "designated as high-risk by RKI".
- Data privacy information** Date updated.
Plausibility check added.
- Section 4.11.** New
- Section 5.** Number of participants updated to 50.
Stipulation added that the purpose of the event should not be to entertain the audience.
Restriction to 100 participants in last paragraph deleted.
Added "assembly participants" to event participants.
Face mask requirement updated.
- Section 5.1.** Statement added whereby consumption of food and beverages is restricted to permanent seats.
- Section 5.1.1.** Entire section updated.
- Section 6.** Heading changed to "Recommendations".
Language and content of entire section revised.
- Appendix 2** Heading changed to "Recommendations".
Language and content of entire section revised.

1. Background

The State and City of Hamburg has issued an ordinance for the containment of the spread of coronavirus SARS-CoV-2 in Hamburg (HmbSARS-CoV-2-EindämmungsVO). This ordinance as last amended, including any supplementary regulations (such as general decrees), forms the basis of these Health and Safety Guidelines of Hamburg Messe und Congress (in this document also referred to as „HMC“). For the current version of the ordinance please go to: www.hamburg.de/allgemeinverfuegungen.

Hamburg Messe und Congress may modify these Health and Safety Guidelines at any time at its reasonably exercised discretion, for example by expanding, supplementing and/or otherwise amending them, especially for the purpose of adapting them to the given situation. These changes take effect at the time of their publication on www.hamburg-messe.de/hygieneleitfaden.

2. Introduction

Based on the State and City of Hamburg's current HmbSARS-CoV-2-Eindämmungs-VO ordinance, Hamburg Messe und Congress GmbH has developed a hygiene and infection control strategy (Health and Safety Guidelines) to ensure the safety of all participants in trade fairs, exhibitions, congresses and other events. The strategy includes measures to limit the number of persons present on the premises and inside the exhibition halls of Hamburg Messe, as well as hygiene rules and other technical and organisational infection control measures.

These requirements and measures will be updated as appropriate to account for new developments and ensure compliance with the HmbSARS-CoV-2-EindämmungsVO ordinance as last amended. Furthermore, Hamburg Messe und Congress bases its strategy on the hygiene rules issued by the Federal Centre for Health Education (www.infektionsschutz.de), which publishes information on COVID-19 for the general public.

3. General information regarding the exhibition campus and the CCH – Congress Center Hamburg

Hamburg Messe und Congress operates both, the Hamburg trade fair complex and the CCH – Congress Center Hamburg. These Health and Safety Guidelines are specifically geared towards trade fairs and other events held on the exhibition campus. The Hamburg Messe und Congress campus consists of 11 exhibition halls, four entrance buildings, the Hamburg Messe und Congress administration building and outdoor spaces. The exhibition halls are used individually or in a variety of combinations for trade fairs, exhibitions, congresses and other events. Hamburg Messe und Congress operates exhibition halls and other buildings of varying age which means that the technical equipment may not be identical in all halls.

Hall descriptions:

Hall	Area in m ²	Height ¹ ca. in m	Notes
A1	9.937	22	
A2	3.657	13	
A3	8.490	13	
A4	8.347	22	
B1 Ground Floor	3.517	6,5	Hall has two storeys
B1 Upper Floor	2.892	7	Hall has two storeys
B2 Ground Floor	4.126	6 - 12	Hall has two storeys
B2 Upper Floor	1.475	6	Hall has two storeys
B3 Ground Floor	1.439	6	Hall has two storeys
B3 Upper Floor	1.439	6	Hall has two storeys
B4 Ground Floor	3.758	6 - 12	Hall has two storeys
B4 Upper Floor	2.357	6	Hall has two storeys
B5	8.474	13	
B6	13.175	13	
B7	7.760	13	

¹ The hall height specified here differs from the specifications in the Technical Guidelines. It indicates the average hall height relative to the hall volume. By contrast, the Technical Guidelines indicate the clear height of each hall.

An overview plan can be found in Appendix 1 of the Health and Safety Guidelines.

Halls A1 to A4 and B5 to B7 as well as the central entrance area are equipped with ventilation systems which are supplied exclusively with outside air during event operations. To achieve the appropriate room temperature during winter months, these systems use heat recovery technology (rotary heat exchangers). Outside of trade fair operations, the halls are heated using an air recirculation system during cold weather. The conference and meeting rooms and hospitality spaces in these buildings as well as the West entrance are exclusively supplied outside air via rotary heat exchangers. No recirculation heating is necessary in these spaces.

In 2020, Hamburg Messe und Congress installed UVC air sanitation devices in the central ventilation systems for the public spaces of Halls B1 to B4 (including the conference and meeting rooms, service offices and hospitality spaces) and the East and South entrance areas as a precautionary measure in connection with the coronavirus pandemic.



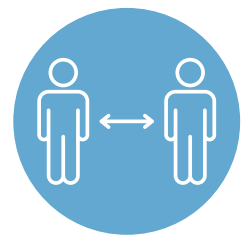
UVC (Type-C ultraviolet light) is an air, water and surface disinfection technology that has been used for decades. Ultraviolet light at a wavelength of 253.7 nm has eliminated all germs and viruses in tests performed to date. According to an official statement by the International Ultraviolet Association (IUVA), UVC light is an effective means to inactivate SARS-type viruses. The system used by Hamburg Messe und Congress, combined with the chosen mechanical air filtering systems, can achieve an air disinfection level of up to 95%.

4. Protective measures

The measures described below will ensure that the specified protection goals can be achieved:

- **Social distancing**
- **Compliance with hygiene rules**
- **Tracing of contact persons**

For each Hamburg Messe und Congress managed or third party-organised event, an individual solution will be custom-tailored from the list of measures provided below.



4.1. Maintaining social distancing between participants

Participants are required to maintain a 1.5-metre social distance from each other. To enable participants to maintain this 1.5-metre social distance, Hamburg Messe und Congress will limit the number of concurrent admissions by restricting the number of day tickets sold for the entire event campus, and will use digital systems to manage the number of visitors present throughout its premises, including halls and individual rooms.

The maximum number of visitors to be admitted will be determined based on the version of the HmbSARS-CoV-2-EindämmungsVO ordinance in effect at the time the relevant event is held.

The maximum permissible number of visitors per event depends on the following figures:

- Exhibition hall area occupied (gross)
- Area covered by exhibition stands
- Aisles and other moving spaces
- Number of exhibitor and trade fair services personnel present

4.1.1. Entryways

HMC will distribute the visitor flows in the entrance areas more widely by:

- Providing additional ticket checkpoints and, if required, additional entrances
- Installing physical guidance systems and distance markers
- Using an exclusively digital ticket shop
- Optimising the cloak room arrangements

In the event that the measures specified above are not sufficient, additional options will be considered, such as:

- Assignment of admission time windows or modifying opening hours

4.1.2. Monitoring the number of individuals present and compliance with social distancing rules in halls

Hamburg Messe und Congress will continuously monitor the number of people present in each hall of the Hamburg Messe und Congress campus using a technical, network-integrated monitoring system (people counting system).

Hamburg Messe und Congress and security services personnel will monitor the distribution and density of participants. Whenever necessary individuals will be reminded to maintain social distancing, the flow of people will be redirected, or sections of the hall will be cordoned off. This will be the responsibility of the security services assigned to the event.

Halls will be proactively closed to new visitors immediately before the maximum permissible number of attendants is reached so that any appointments made between exhibitors and customers can take place, i. e. any person wishing to enter to honour such an appointment can still be admitted.

4.1.3. Other locations where large numbers of visitors typically gather

Location

Measures

Admission areas

- Distance markings
- Installation of gates/doors
- Avoidance of two-way visitor traffic

Cloakrooms

- Distance markings
- Sneeze guards (to be determined)
- Cashless payment

Bathrooms

- Restriction of number of concurrent users to between 2 and 8, depending on the size of the bathroom
- Restriction of accessible handwashing sinks and urinals
- Provision of soap, disinfectants and single-use towels exclusively

Information and service counters

- Distance markers
- Transparent sneeze guards

Lifts

- Restriction of passenger numbers
- Restriction to event participants who depend on lift usage

Automated car park payment centres

- Distance markers
- Regular cleaning of contact surfaces
- Information panels about alternative means of payment

Hospitality

- Distance markers
- Cashless payment
- Measures as specified in Ordinance for Hospitality Operations

Escalators

- Signage encouraging social distancing
- Frequent cleaning of contact surfaces

Hall entries

- Distance markers
- One-way traffic where possible
- Installation of gates/doors where possible

Highly frequented aisle intersections in halls

- Floor markings indicating direction of movement (similar to road traffic)

Skywalk

- Distance markers
- One-way traffic arrangements
- Installation of gates/doors

Forums

- Seat spacing according to social distancing and contact restriction rules
- Face mask requirement
- 2.50 m distance between speakers and first row of seats
- Regular cleaning of contact surfaces

4.2. Face mask requirement

As of 22 January 2021, exhibitors and visitors are required to wear so-called surgical masks at all times while inside an exhibition hall or other enclosed space. Face coverings must cover the mouth and nose to minimise the spreading of droplets and aerosols when coughing, sneezing or speaking. A surgical mask is a medical mouth-and-nose protective covering (as used by surgeons) or any protective mask conforming to a stricter technical protection standard, especially FFP2-masks. For more information on suitable surgical masks please refer to www.hamburg.de/corona/masken.

Cloth masks, other cloth coverings and face shields are not considered as surgical masks for the purposes of the current pandemic control ordinance.

This means:

- Children up to the age of seven are not required to wear face masks
- Individuals aged seven to 14 years may wear another type of mouth-and-nose covering instead of a surgical mask.
- A surgical mask may be removed temporarily for identification purposes or to communicate with a hearing-impaired individual if necessary

Event security services personnel will hand out surgical face masks if and when required.



4.3. Exclusion of participants exhibiting potential COVID-19 symptoms

Individuals exhibiting symptoms typically associated with COVID-19 or having been in direct contact with a COVID-19 patient are prohibited from entering the exhibition complex. These rules will be posted on signage in the entrance areas as well as on the online registration web pages.



4.4. Arrivals from high-risk regions

The current entry and quarantine regulations for the State and City of Hamburg are compulsory for all event participants. Anyone who has been to a high-risk region (as listed by the Robert Koch Institute [RKI], the German government's public health centre) at any time during the ten-day period preceding their arrival in Hamburg must comply with the quarantine regulations in force at the time.



4.5. Provision of additional hand hygiene stations



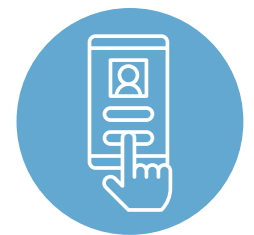
Throughout the campus, including the indoor car parks, additional hand sanitation stations for regular hand hygiene will be installed in addition to the existing bathrooms. Hand disinfectant dispensers and additional handwashing sinks will be provided for this purpose.



4.6. Registration of all event participants

To be able to limit the number of concurrent participants in an event, or trace contacts between individuals, all participants are required to register in advance.

- **Registration must occur using an HMC digital ticket system or a suitable system provided by the guest event organiser, respectively**
- **There will be no cash desks in the entrance areas**
- **Admission to the event area is possible only upon prior registration indicating the full name, residential address, e-mail address and telephone number. At trade fairs conforming to Section 13 of the HmbSARS-CoV-2-EindämmungsVO ordinance, recording the professional contact information is sufficient.**
- **During the registration process, participants are advised in writing about the applicable safety and hygiene rules, and required to accept them**
- **By registering, participants confirm that they will refrain from attending the event if they are exhibiting typical symptoms of COVID-19 at the time of the event, and that during the 14-day period preceding their attendance of the event they neither had any contact with individuals who tested positive for COVID-19 nor visited any region designated as high-risk by RKI. Registrants who fail to confirm these statements will be excluded from the event**



All participants are advised that registration applies to a specific individual only. Hamburg Messe und Congress reserves the right to match the registration information with visitors' valid identification documents on Hamburg Messe und Congress premises. In the event of a visitor's failure to provide correct information or attempt to reassign their registration to a third party, Hamburg Messe und Congress reserves the right to evict the person from Hamburg Messe und Congress premises and block the person's registration. The term 'participants' includes:

- **Visitors**
- **Exhibitor staff**
- **Providers of services to exhibitors**
- **HMC partners and service partners**
- **HMC staff**

The same registration stipulations apply to guest events. It is the organiser's responsibility to implement them. To enable efficient contact tracking and tracing, it is of utmost importance at certain events that every exhibitor record the contact information for each visitor at their exhibition stand. Hamburg Messe und Congress provides a tool for this purpose at the event.

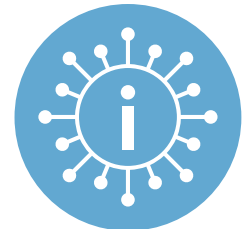
Data privacy information

Pursuant to the HmbSARS-CoV-2-EindämmungsVO ordinance (in effect since 21 January 2021), the following participant contact information must be collected, plausibility-checked and submitted to the responsible health authority if so requested to ensure traceability of chains of infection:

- **Surname, first name**
- **Street address**
- **Postal code, city, country**
- **Phone number, e-mail address (voluntary)**

To implement the requirements, the information processed will include the telephone number and the time period spent at the exhibition site, in addition to the standard registration information. The legal basis for processing this information is the EU General Data Protection Regulation (GDPR), Art. 6(1)(c) in connection with the HmbSARS-CoV-2-EindämmungsVO ordinance. This information will be transmitted to the health authorities for contact tracing purposes if so requested. The telephone number and time period spent at the exhibition site will be automatically deleted from the participant's data not captured during the electronic ticket purchase four weeks after the person's visit of the premises of Hamburg Messe und Congress. Participants have all rights of data subjects as stipulated by GDPR, Art. 15 et seq., in particular the right to data access, erasure and restriction of processing. The data privacy policy of Hamburg Messe und Congress GmbH may be accessed at www.hamburg-messe.de/datenschutz.

4.7. Notification of all participants about the applicable safety and hygiene rules



Hamburg Messe und Congress will inform all participants about the applicable hygiene measures in effect at the given time, both prior to and during the event. In addition, Hamburg Messe und Congress will inform participants travelling to and from the Hamburg Messe und Congress complex by public transport about the relevant rules of the public transport system.

This information will be announced by the following means:

- **On a separate microsite connected to the HMC website (in German and English and through pictograms)**
- **In exhibitor communications (e-mailings)**
- **In the event newsletters**
- **At the ticket shop at the time of participant registration**
- **Through the call centre (multilingual)**

- By HMC staff (multilingual)
- On static, permanent signage in the halls (German, English, pictograms)
- On digital information screens in the halls (German, English, pictograms)
- Through the on-site staff (multilingual)
- Through periodical intercom announcements (German, English)

At exhibition stands, it is the exhibitors' responsibility to inform their visitors accordingly.

4.8. Reducing potential transmission by smear infection

To minimise the potential spread of pathogens through smear, aerosol or droplet infection, the number of contact surfaces touched by participants will be reduced in the following manner:

- **Keeping doors open wherever possible**
- **Avoiding personal interaction between people where services can instead be rendered online**
- **No on-site ticket sales**
- **Periodical cleaning and disinfection of contact surfaces such as bathrooms, handrails, door handles, switches, counters, cashpoints, and self-service pay stations. HMC will prepare a specific cleaning and sanitation plan for each event that documents the cleaning method, frequency and implementation instructions**
- **Installation of additional hand disinfectant dispensers and hand washing stations**
- **Cashless payment, e.g. at food service locations, in car parks and cloakrooms**
- **Cleaning and airing of conference and meeting rooms after each session or use**
- **Installation of glass or acrylic sneeze guards on all counters where staff and participants interact (e.g. press centre, information desk)**
- **Restriction of lift access to participants who depend on using a lift because of a physical handicap, or e.g. they are using a pram. Depending on the size of the lift, the number of passengers will be limited to 2-4 persons**
- **Freight lifts are to be used by the responsible lift operator only**
- **Trade fair stand assembly and operation are subject to appropriate hygiene rules in addition to the Technical Guidelines (see item 6 below)**



4.9. Addressing suspected cases and violations

In the event that a suspected COVID-19 case is detected during a trade fair, the affected person can be isolated. The paramedic staff is equipped to handle suspected cases. Johanniter Unfallhilfe e. V., the paramedic partner Hamburg Messe und Congress, has prepared hygiene guidelines of its own and is responsible for protecting its operational staff.

- **Additional spaces and personnel resources are made available at both first-aid posts**
- **Before a patient is allowed to enter the first-aid post, they must complete a COVID-19 patient form. The paramedic staff will take every patient's temperature using an infrared thermometer**
- **Patients suspected of being infected with SARS-CoV-2 will receive an FFP2 mask without an exhalation valve**
- **The paramedic personnel will wear FFP2 masks, protective goggles and closed full-body suits when interacting with patients**
- **All reusable equipment will be sanitised and handled separately after each use**
- **All contact surfaces in the treatment room or container will be disinfected after each patient visit**



Any participants repeatedly violating the hygiene rules will be expelled from the premises. There will not be allowed to attend the remainder of the event.

4.10. Applying SARS-CoV-2 occupational health standards for the protection of HMC and HMC partner staff

Hamburg Messe und Congress and its partners will prepare a hazard assessment for each type of workplace, and deduce and implement the required protective measures.



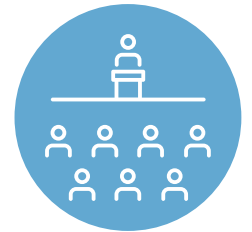
4.11. Further measures

Hamburg Messe und Congress may require additional prevention measures as appropriate and impose behavioural rules, especially so as to ensure compliance with applicable health requirements. For example, Hamburg Messe und Congress may require body temperature measurements of participants and other persons and/or ban individuals who exhibit a raised body temperature and/or individuals who refuse to have their temperature taken from the exhibition campus. Compliance with these requirements and relevant instructions by on-site personnel is mandatory.

5. Congresses

Congresses with up to 50 participants may be held indoors, provided that fixed seating with appropriate spacing is provided and the purpose of the event is not to entertain the audience. The general hygiene rules will be implemented as described in Section 4:

- **Controlled entry and departure**
- **No exceeding the maximum permissible number of people**
- **Minimum social distance of 1.5 metres maintained between participant locations and in waiting areas**
- **Minimum distance between podium and audience: 2.5 metres**
- **Exclusion of participants exhibiting potential COVID-19 symptoms**
- **Provision of additional hand hygiene stations**
- **Advance registration of all participants in any event**
- **Provision of information about the applicable safety and hygiene rules to all participants in the event. This may be done by the event moderator from the stage**
- **Prevention of smear infections by periodically cleaning contact surfaces**



Hamburg Messe und Congress requires all organisers of congresses and assemblies to submit a safety and health strategy. The event organiser is fully responsible for communicating this to the event or assembly participants. Hamburg Messe und Congress will provide advice to the event organiser. All participants in assemblies and other events are required to wear surgical masks while indoors. For the duration of a speech, presentation or performance, the respective speaker or presenter may remove the mask.

5.1. Catering during congresses

If catering is offered to participants during intermissions, this must be done exclusively in accordance with the stipulations of the HmbSARS-CoV-2-EindämmungsVO ordinance, section 15. Furthermore, Hamburg Messe und Congress allows catering on condition that persons remain at their permanent seats while consuming food and beverages.

5.1.1. Banquet seating

Banquet seating is only permissible as specified by the latest HmbSARS-CoV-2-EindämmungsVO ordinance (Section 15 referring to restaurants and similar establishments). This includes a seating arrangement which ensures a minimum social distance of 1.50 metres between guests unless suitable partitions are provided.

6. Recommendations for exhibition stand assembly and operation under current hygiene restrictions

Exhibitors are responsible for assembly and operation of their exhibition stands. They are consequently under obligation to adhere to the framework of terms and conditions and to oversee their respective contractors as well as operations at their exhibition stands. All aspects of assembly and operation of your exhibition stand must be designed to achieve the protection goals detailed in Section 4.

In particular, the following must be accounted for:

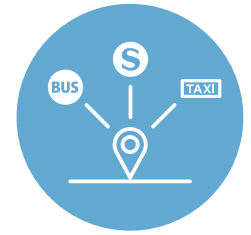
- **You are to ensure compliance with applicable occupational safety standards for your staff by amending your existing hazard assessment to include the current hazards resulting from the SARS-CoV-2 pandemic, and implementing the resulting necessary measures.**
- **You are to prepare a Health and Safety Strategy for your stand (refer to Health and Safety Guidelines checklist).**
- **You are to ensure registration of all staff involved in stand assembly and disassembly, supply services as well as event execution in the organiser's registration system.**
- **You are to design your stand dimensions generously enough to allow your stand personnel and visitors to maintain a 1.5-metre social distance at all times. In this context, you are to ensure that the maximum allowable number of persons on your stand will not be exceeded.**
- **You are to provide hand hygiene equipment and supplies for staff and visitors.**
- **You will ensure that:**
 - **presentations and other activities at your exhibition stand will not interfere with the flow of visitors in the adjacent corridors,**
 - **explanations of exhibits or visitor consultation sessions are carried out inside your own stand only.**
- **Addressing visitors in the corridors is prohibited. Conversations between stand personnel and visitors are permitted only within the stand area or in HMC-designated substitute areas.**
- **You are to ensure adequate air ventilation in walk-in exhibits and meeting spaces within your stand. Consequently, enclosed spaces within exhibition stands are prohibited without exception.**
- **No exhibition stand or exhibitor parties are allowed. Receptions must be coordinated with HMC and require prior HMC approval.**



The Guidelines (Appendix 2) are to be considered as an annex to the Technical Regulations applicable to all events held on Hamburg Messe und Congress premises, including guest events.

For further recommendations that can help you achieve the protection goals please refer to Appendix 2, "Recommendations for exhibition stand assembly and operation under the current hygiene restrictions". These recommendations (Appendix 2) apply to all events held on Hamburg Messe und Congress premises, including guest events.

7. “Last mile” measures; coordination with public transport



- Users of public transport are subject to the applicable rules of the public transport system
- The Hamburg public transport association (HVV) will be notified of each upcoming event to facilitate the scheduling of transport connections and vehicle disposition
- HMC cooperates with HVV to avoid crowding in the halls of the ‘Messehallen’ and ‘Sternschanze’ stations

8. Hospitality



All hospitality operations on the exhibition campus are subject to the same rules as hospitality operations outside the exhibition campus. Compliance with the general food safety and hygiene standards and regulations is mandatory.

The respective trade fair food service operator must prepare its own hygiene and infection control strategy.

Providing food samples for direct consumption or offering self-service food at exhibition stands is prohibited. Customers may be served food and beverages within the exhibition stand area in a manner similar to a restaurant. Furthermore, it is permissible to serve pre-packaged food and beverages. Compliance with social distancing and hygiene rules as well as all other rules applicable to hospitality must be ensured. All guests served must be registered (name, address, phone number) in a simple procedure to allow tracing if necessary. Documentation is not necessary provided that the contact information is documented as each visitor enters the exhibition stand.



Exhibitors must provide hand washing or hand disinfection equipment at the exhibition stand. Mouth-and-nose coverings must be worn except while seated at the proper places.

Exhibitors and third-party event organisers contracting an external caterer are responsible for ensuring compliance with the hygiene rules.

9. Monitoring of compliance with hygiene rules



Selected Hamburg Messe und Congress staff will be trained to monitor, assess and – where applicable – improve hygiene measures. They will assist participants in adhering to the hygiene rules.

10. Responsibility

As the facility operator, Hamburg Messe und Congress is responsible for infrastructure and technical operations-related matters. This results in a framework of terms and conditions for event operations which are compulsory for the event organiser.

Where Hamburg Messe und Congress is not the organiser – in addition to being the facility operator –, the organiser of the guest event shall bear the associated responsibilities.

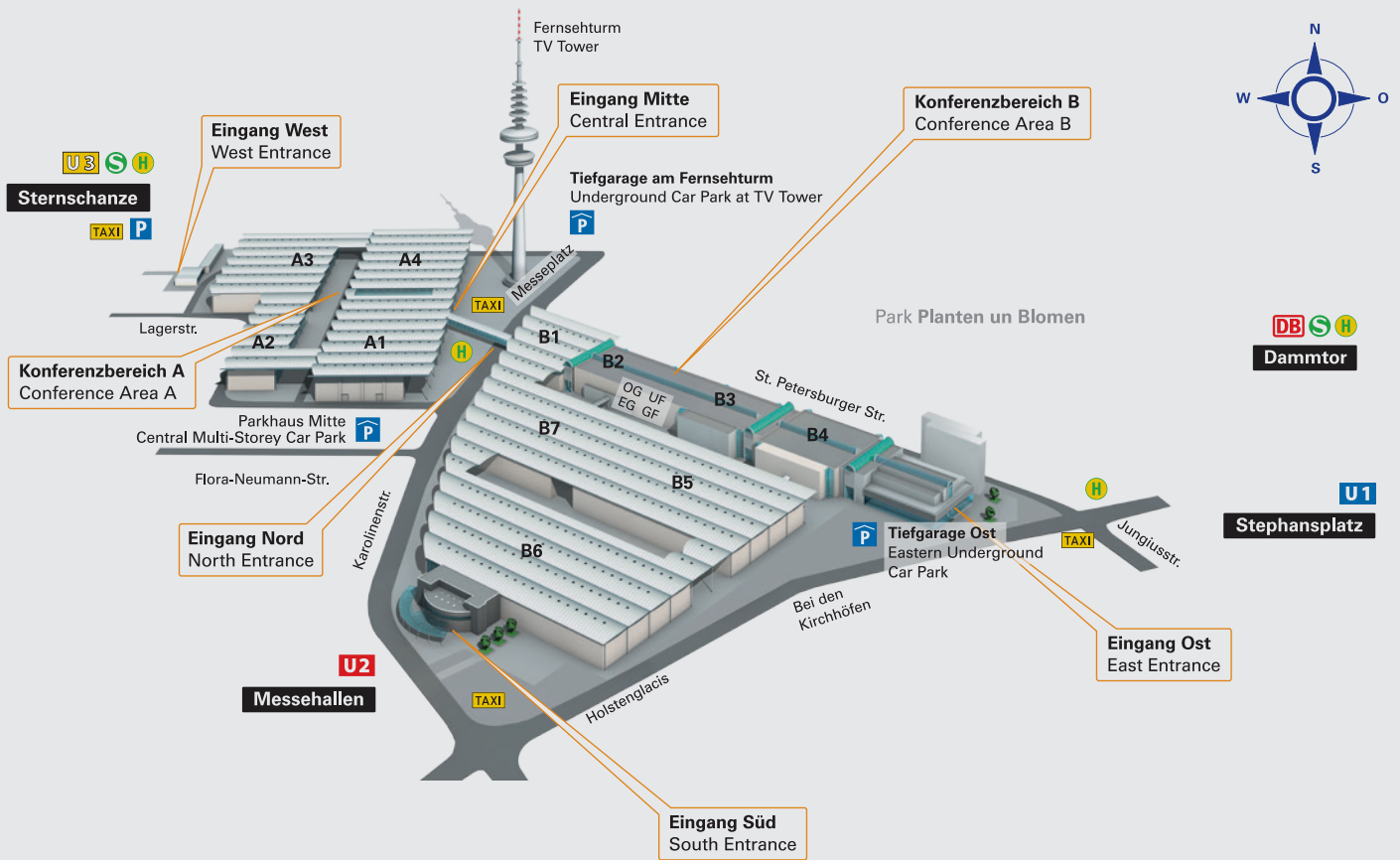
Exhibitors are responsible for assembling and operating their exhibition stands. They are consequently under obligation to adhere to the framework of terms and conditions and to oversee their respective contractors as well as operations at the exhibition stand.

The Technical Guidelines of Hamburg Messe & Congress as last amended apply in full.



Appendix 1

General plan of the HMC campus



Änderungen vorbehalten!
Subject to alteration!

Appendix 2

Recommendations for exhibition stand assembly and operation under current hygiene restrictions

You as an exhibitor are responsible for compliance with the current hygiene and infection control requirements at your exhibition stand. Please note the general conditions stipulated in the Health and Safety Guidelines. With regard to the assembly and operation of your exhibition stand, we further recommend the following measures:

Occupational safety and health

- **Instruct all staff about the current hygiene rules and protective goals included in the measures, and ensure compliance.**
- **Provide your staff with all personal protective equipment that is required by your hygiene strategy.**
- **Avoid unnecessary physical interaction.**

Stand building

- **Plan your stand dimensions generously enough to allow your stand personnel and visitors to maintain a 1.5-metre social distance at all times. Calculate your maximum allowable number of visitors based on your stand design and the number of your stand operations staff.**
 - **Make sure your stand provides sufficient, freely accessible moving spaces. Apply floor markings where appropriate.**
 - **Provide clearly defined and marked entrances and exits at your stand, making sure they can be monitored.**
 - **To ensure adequate ventilation, closed ceilings on top of walled-off spaces (such as meeting rooms) are not permissible under any circumstances. Give such spaces an open design or provide appropriate technical solutions.**
 - **Design seating areas spaciously enough to comply with social distancing rules.**
 - **For all walk-in exhibits: Keep doors, windows and other openings of walk-in exhibits open at all times to ensure proper ventilation of your exhibits by the exhibition hall ventilation systems.**
 - **Arrange all exhibits and presentation spaces to prevent crowding in adjacent corridors.**
 - **Include sufficiently dimensioned staff and visitor areas within the stand so that exhibits can be viewed and explained from within the stand, and consultation meetings can take place within the stand area.**
 - **This can be accomplished by means such as:**
 - **Placing counters at least 0.5 metres behind the edge of the stand.**
 - **Placing counters at a 90 degree angle relative to the edge of the stand. Conversations may take place in the substitute areas designated by HMC.**
 - **Present smaller exhibits behind glass, in showcases or similar to avoid product contamination by changing visitors.**
- If this is not desirable, ensure regular sanitation of the exhibits or have every person perform thorough hand hygiene before touching an exhibit.**

- Design two-storey exhibition stands with wide stairs allowing bidirectional traffic, or two separate, one-way stairs.
- Design the lower level of a two-storey exhibition stand open enough to ensure sufficient air ventilation.
- If you are offering merchandise for sale at your stand, please use cashless payment systems.
- Use partitions and sneeze guards with smooth, easy-to-clean surfaces.

Organisational measures

- Take appropriate organisational steps to ensure that the number of persons present at your stand at any given time will not exceed the maximum permissible number.
- Design stairs on two-storey stands to allow one-way or alternating visitor traffic.
- Addressing visitors in the corridors is prohibited. Conversations between exhibition stand staff and visitors should only take place within the stand area to avoid crowding in corridors.

Hygiene measures

- Provide sufficient amounts of hand disinfectant for your stand staff and visitors. Check whether a hand washing sink can be installed for your staff.
- Prepare a stand cleaning strategy. Clean the contact surfaces regularly. All surfaces subject to intense use, such as table tops, exhibits intended to be hand-held etc., should be cleaned after each visitor contact. In addition, the frequency of cleaning work surfaces, door handles, exhibits etc. should be adjusted as appropriate for visitor frequency.
- Containers presenting visitor giveaways, candy etc. are not allowed. Do not offer self-service products to visitors.
- Brochures and other materials should be handed out by stand personnel while complying with hygiene rules. Visitor self-service should not be permitted because it would create too many contact points.
As a supplementary alternative, QR codes may be provided to visitors for scanning to download files.
- Make sure you and your team adhere to general hygiene rules, such as social distancing, avoidance of physical contact (such as hand shaking, hugs), and sneezing etiquette, and ask your visitors to do the same.

Dear third-party organisers, in the event that you are planning to implement other or additional hygiene precautions for your exhibitors, please let us know eight weeks before the first assembly day in your Safety And Health Strategy.

