

Measures at the exhibition stand

Excerpt from the hygiene concept

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Measures at the trade fair stand

Excerpt from the hygiene concept

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Exhibitions can be held safely. Exhibition ground operators and organizers have drawn up concepts to protect the health of employees, visitors and exhibitors.

spring Messe Management GmbH closely monitors current developments. In close contact with the exhibition grounds, we take into account specifications and recommendations from exhibition grounds, authorities and countries on how to deal with the pandemic. The safety and well-being of our visitors, exhibitors and our own employees is our top priority

To ensure that the event runs safely, we have developed a concept in which we take into account aspects of health and safety, technical, organizational and hygiene measures, and the exclusion of participants.

The concept is based on the currently valid hygiene concepts of Messe Stuttgart, Hamburg Messe und Congress, koelnmesse GmbH. These in turn build on the applicable requirements of the "Measures against the spread of the coronavirus of the state of Baden-Württemberg valid from July 1, 2020", the "Hamburg SARS-CoV-2 Containment Ordinance", the requirements of the Corona Protection Ordinance of the state of North Rhine-Westphalia, the Ordinance of the Ministry of Economics and the Ministry of Social Affairs for the containment of transmissions of the coronavirus (SARS-CoV-2) at trade fairs, exhibitions and congresses (Corona Ordinance Trade Fairs - CoronaVO Trade Fairs dated July 14, 2020).

The implementation, compliance and control of the requirements applicable at the time of the respective event is the responsibility of spring Messe Management GmbH, all requirements apply in addition to the applicable Technical Guidelines of the exhibition grounds and spring Messe Management GmbH.

The exhibitor is responsible for the construction and operation of the exhibition stand. This also includes compliance with the specifications and guidelines, as well as the supervision of any contractors.

All of the following specifications are based on the current state of knowledge and the legal regulations and specifications valid at the time of preparation. Depending on the development of the Germany-wide pandemic situation, event-related adjustments may be made.

Health & safety

The exhibitor is responsible for infection control and hygiene at the exhibition stand. In addition to the technical guidelines of the organizer and exhibition ground as well as the respective valid occupational health and safety regulations, the instructions and rules listed on the following pages must be observed. In general, the following rules apply:

Health & safety

A hygiene concept which includes all phases of the event, as well as the name of a responsible person, must be provided for every exhibition stand. The concept must be shown if required. Measures implemented must be documented in the concept.

- The attendance times of all staff involved in set-up and dismantling must be documented. Depending on the exhibition ground, prior registration may be necessary.
- Staff must be instructed in the measures by the exhibitor before the event. Compliance with the measures must be monitored.
- The exhibitor is responsible for providing its employees with the necessary protective equipment.
- Unnecessary contacts should be avoided.

Technical measures

- Stand planning must take into account that the minimum distance of 1.50 m can be maintained at all times. This applies to both stand personnel and visitors, and also to storage/team rooms on the stand. The maximum number of visitors to the stand area is calculated from the planning of the stand and the personnel present. As a rough guideline, a freely accessible area of 7 m² / person can be assumed.
 - If personal contact is unavoidable, either suitable structural measures must be taken or personal protective equipment must be worn (spit shield, or mouth/nose protection).
- There must be sufficient freely accessible movement area on the stand. In case of doubt, floor markings must be used.
- The maximum number of visitors to the booth must be controlled. Depending on the venue, clearly defined entrances and exits may be necessary.
- Closed ceiling structures are not permitted.
- Seating areas / presentation areas must be planned in such a way that the minimum distance can be maintained at all times; otherwise, failure to maintain the minimum distance must be compensated for by structural measures or the wearing of personal protective equipment.
- Presentations or exhibits must not cause a crowd of visitors in the aisles. All areas for this must be planned within the booth. Presentations of services close to the body must be kept to a minimum.
- Counters must be set back at least 1.50 m from the edge of the stand.
- Touching exhibits should be avoided, for example by presenting them in glass display cases. If this is not possible, the exhibit must be cleaned after each customer contact.
- In the case of two-story stands, entrances and exits must be wide enough and planned as one-way streets. In addition, sufficient air circulation must be possible on the first floor.
- Where possible, room dividers, hygienic protection walls and easy-to-clean surfaces should be used.
- Each exhibitor should plan for sufficient hand sanitizer for booth personnel and visitors.
- Please refer to the attachments on stand construction (pages 8-11).

Organizational measures & Hygiene measures

Organizational measures

- The presence of the stand personnel must be documented. This documentation must be shown if required. Depending on the trade fair center, prior registration of personnel may be necessary. (Also applies to suppliers and service providers)
- Appropriate personnel planning must ensure that the number of persons present does not exceed the maximum number of persons permitted at the booth.
- Stand parties are generally not permitted.
- Conversations with visitors may only take place in your own stand area. Talking to visitors in the aisles is prohibited in order to avoid crowding.

Hygiene measures

- Visitors and stand personnel must be provided with sufficient hand disinfectant.
- A cleaning concept must be drawn up to supplement the stand's own hygiene concept. All contact surfaces must be cleaned regularly. Intensively used surfaces / exhibits must be cleaned after each contact, all other surfaces according to visitor frequency.
- The distribution of sweets or other giveaways to stand visitors from freely accessible containers is currently not permitted. Distribution by the company's own stand personnel is possible in compliance with the applicable hygiene regulations.
- The serving of food/catering at the trade fair stand is permitted in compliance with all hygiene regulations. This can take place, for example, as part of a meeting at the table or at the information counter.
- All exhibitors are requested to comply with the general rules of conduct and to demand compliance with these rules also from the visitor.
- While on the exhibition grounds, all persons over the age of 6 must wear a medical mask / mouth/nose protection. The following exceptions apply to this regulation:
 - Proof by a medical certificate that wearing a mask is not possible/unreasonable
 - If the minimum distance is observed / at seats (e.g. bar stools in case of spit protection or compliance with the minimum distance).
- During assembly and dismantling, the wearing of masks is compulsory on the entire site. There are currently no exceptions to this rule.
- The regulations in force may cause delays in the set-up and dismantling process. Corresponding personnel deployment times are to be adjusted by the exhibitor.

Exclusion of participants & List of changes

Exclusion of participants

There is a general ban on admission for persons with COVID19-typical disease symptoms, in accordance with the current Corona Ordinance (§ 7 of the Corona Ordinance of the State of Baden-Württemberg (as of: 18.01.2021), § 5 paragraph 1 point 3 of the Corona Ordinance of the State of Hamburg (as of: 19.09.2021)). The organizer reserves the right to expel persons from the premises.

List of changes

- 19.05.2021 - Technical measures - positioning of counters and counters adjusted.
- 26.05.2021 - Attachments - Attachments added.
 - Hygiene measures - mandatory use of masks
- 15.06.2021 - Accessible area per person adjusted to 7m² (Technical measures)

Contact person / creator of the concept

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Attachments for booth construction

Positioning of information desks / counters

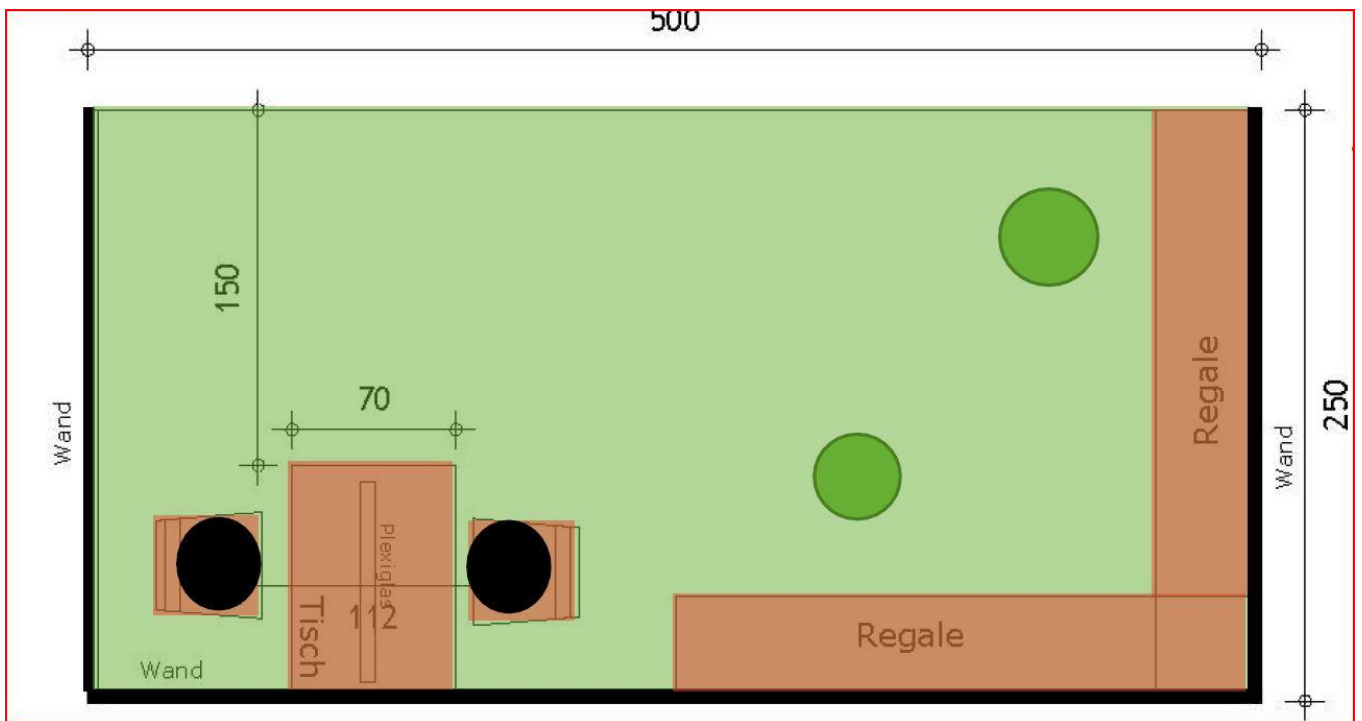


Attachments for booth construction

Example calculation of a stand area with 12.5m²

Meeting table with spit guard and 2 seats

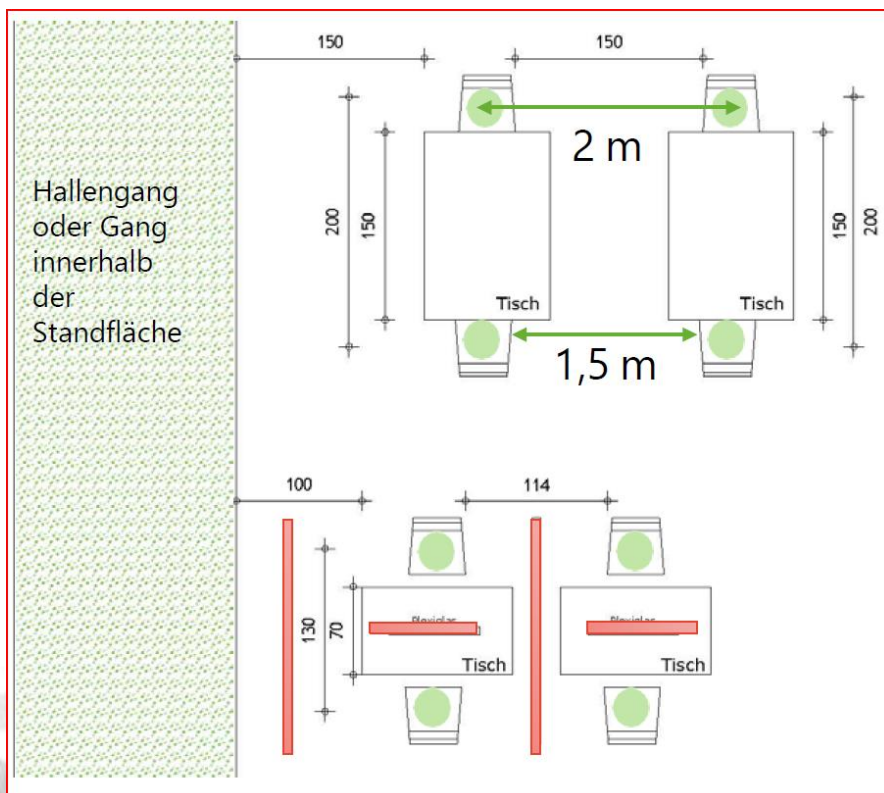
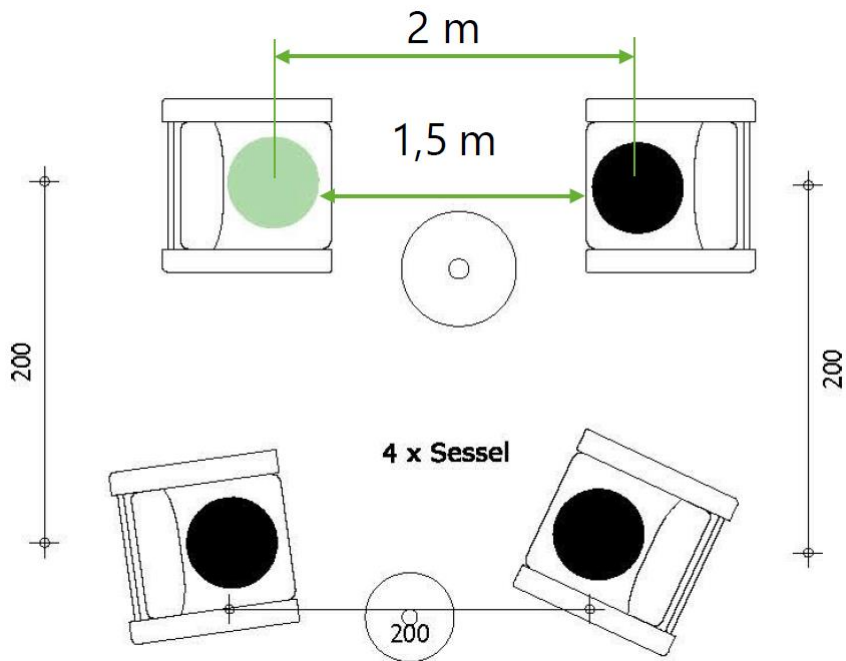
- Approx. 5 linear meters of shelves with products
- minimum distance on the whole area of 1.50 meters
- Mouth-nose-protection obligation except at the seats (spit protection)
- total area: 2,50 m x 5,00 m = 12,50m²
- table with 2 chairs, shelves approx. 3,00m²
- Area minus furniture: 12,50m² - 3,00m² = 9,50m²
- Freely accessible area with 4,00m² per person:
 $9,50\text{m}^2 / 4,0\text{m}^2 = 2,4\text{ persons}$
- approx. 2 persons total on the area plus 2 seats = 4 persons



Attachments for booth construction

Example calculation of a meeting area

- Minimum distance of 1.50 meters between persons (shoulder to shoulder).
- If the distance is less than the minimum distance with spit guard / partition (red elements of the sketch).
- The mouth-nose protection may be removed



- You can get more detailed info about the stand construction:

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- Information from Kölnmesse on currently applicable hygiene measures can be found at:

<https://www.koelnmesse.de/location-und-services/hallen-und-gelaende/faqs-zu-corona-fuer-aussteller/>