

Factsheet

Important information for your trade fair activities in the time of COVID-19

Everyone has felt the impact of the COVID-19 pandemic. As trade fair, congress and event organisers and venue operators, the well-being of everyone involved is extremely important to us. That is why Messe Frankfurt has developed a concept for hygiene, medical and organisational measures that has been approved by the authorities.

Ensuring the health and safety of all exhibitors, visitors, service partners and employees is Messe Frankfurt's top priority.

This factsheet is based on the applicable requirements set out in Hesse's ordinance on restricting contact and operations due to the coronavirus issued on 7 May 2020.

As the organiser and operator, Messe Frankfurt is responsible for the implementation and conscientious observance of the protection and hygiene regulations that are applicable at the time of the event on the exhibition grounds. As an exhibitor, you are responsible for implementation and observance at your stand, in the same way that you are responsible for compliance with regulations governing occupational health and safety and fire protection. Furthermore, the general and specific Technical Guidelines for the event continue to apply.

We must also be ready for the fact that protection and hygiene rules could change by the time the event takes place. That is why we will also keep you updated on a daily basis of any possible changes at www.messefrankfurt.com/hygiene.

Recommendations for exhibitors:

Please update your stand construction concepts to satisfy protection and hygiene regulations.

To ensure that we can remain in close contact before and during the event, we ask that you act well in advance to **designate a contact person** who can be reached by Messe Frankfurt and by the authorities.

Distancing rules

- It is currently necessary to maintain a minimum distance of 1.5 metres
- Stand planning must allow for larger stands in which less area is occupied by structures so that as many people as possible can be present on the stand simultaneously
- Free-standing exhibits should be surrounded by generous open spaces with markings to help visitors maintain proper distancing
- Presentations can take place at the stand as long as all protection and hygiene rules applicable at the time of the event are complied with
- Suitable structural measures (e.g. acrylic glass panels) or personal protective equipment (face masks) must be employed during personal contacts or in meeting areas with tables and chairs if minimum distancing cannot be maintained
- Exhibits, display cases, counters, displays, screens etc. should be located at least 1.5 metres from the edge of the stand so that visitors can leave the aisles to view them
- Product presentations at the edges of the stand should be avoided to prevent large gatherings of people in the aisles
- Upper storeys should either have stairways wide enough to allow visitors to travel in both directions or one-way traffic should be ensured
- Stand parties are not possible under current conditions

Active visitor management

- Stands must have clearly defined and labelled entrances and exits that can be monitored
- The exhibitor must document the persons they deploy at the stand on a daily basis (Messe Frankfurt fulfils this obligation for the service personnel that it provides)

Hygiene measures

- Compliance with the hygiene recommendations of the Robert Koch Institute (www.rki.de)
- Disinfectant dispensers must be provided at the entrances and exits to the stand
- Heavily used surfaces such as counters, tables, display cases, exhibits and displays must be cleaned and disinfected frequently between visitors as required
- Smaller exhibits should be presented behind glass (in display cases or similar) wherever possible to prevent multiple people coming into contact with uncleaned surfaces of samples/displays (making it necessary to regularly disinfect these surfaces)
- The ceilings of meeting rooms should be left entirely open to ensure that there is sufficient air exchange
- If a stand has an upper storey, the area beneath it should remain open and sufficient air exchange should be ensured
- Face masks must be worn if mandated by the regulations applicable at the time of the event

Stand catering

- If food and beverages are provided, please do so in closed containers wherever possible
- Protection and hygiene regulations applicable at the time of the event must be complied with

General information

- Observance of the travel and quarantine regulations applicable at the time of the event
- Distancing and hygiene rules may result in delays during set-up and dismantling. That is why we ask that you take advantage of the entire period offered by Messe Frankfurt for set-up and dismantling
- The exhibitor must instruct all companies (exhibitors, stand constructors, service partners) participating in a stand to comply with protection and hygiene regulations. Furthermore, everyone must instruct their personnel regarding occupational health and safety. The resulting measures are to be incorporated into a safety and hygiene concept in German or English. This concept must be presented to the authorities on request. If any company is unable to present such a document, the authorities are entitled to demand that they cease work immediately. Please document the presence of your personnel on a daily basis so that you can present this documentation to the responsible authorities on request.
- Make sure to contact your stand constructor well in advance regarding the implementation of protection and hygiene regulations at your stand

All the measures detailed above are based on current knowledge and can be adapted at any time in response to future events and requirements. If any changes are made, we will naturally inform you and will update the rules daily at www.messefrankfurt.com/hygiene.