



## Fact Sheet

# Measures at the Trade Fair/Exhibition Stand

Dear Exhibitors,

We will be delighted to welcome you to the Messe Stuttgart venue in the near future.

Messe Stuttgart is monitoring the current situation relating to Covid 19 (coronavirus SARS-CoV-2) very closely. To this end, we are in close contact with the responsible authorities in the federal state of Baden-Württemberg and are taking account of the requirements and recommendations regarding the conducting of events. The safety, health and well-being of all people who come to us is our main concern and has the highest priority.

In order to make a safe resumption of events possible, we have developed a concept that combines hygienic, medical and organisational measures. The measures are combined under the heading "Safe Expo - Safe for people. Good for the economy".

This fact sheet "Measures at the Trade Fair/Exhibition Stand" is based on the applicable requirements, in particular the hygiene requirements of the applicable issue of the Corona Ordinance and the Ordinance of the Ministry of Economic Affairs and the Ministry of Social Affairs on the Containment of Transmissions of the Coronavirus (SARS-CoV-2) at Trade Fairs, Exhibitions and Congresses (Corona Ordinance Trade Fairs - CoronaVO Trade Fairs of 14 July 2020). We recommend you observe the regulations as a minimum requirement for your trade fair appearance.

The implementation of and conscientious compliance with the protection and hygiene regulations applicable on the trade fair grounds at the time of the event is the responsibility of Landesmesse Stuttgart GmbH. Whereas at the trade fair stand, it is the responsibility of you as an exhibitor - comparable with occupational health and safety acts or fire protection. These requirements apply in addition to our "Technical Guidelines".

All of the following measures are based on the current level of knowledge and may be adapted at any time to event-related requirements. We shall inform you of any changes as soon as possible.

**Messe Stuttgart**



## Measures for exhibitors

- Appointment of a person in charge for the event management who can be contacted at any time (valid for set-up and dismantling times, as well as exhibitor opening times) with mobile contact details.
- Stand construction planning/stand construction concepts must comply with the valid Corona Ordinance with regard to social distancing and hygiene regulations.
  - In general, the minimum distance of 1.5 metres between people must be observed.
  - If the minimum social distancing requirement cannot be observed, personal contact must be counteracted with suitable structural measures (e.g. protective screen) or personal protective equipment (mask or face covering).
  - Sufficient open space must be reserved within the stand area for visitors for product presentations and presentations.
  - For direct selling from the stand into the aisles, attention must be paid to the positioning of counters and showcases so that there is sufficient waiting and protection zones along the sales area. This can be done with a correspondingly wide aisle or by moving the counters and showcases into the stand.
  - Generous planning of open spaces with social distancing markings around the exhibits for compliance with the hygiene and distancing rules.
- Two-storey stands are only permitted if the areas underneath are open plan and sufficient air exchange is guaranteed.
- Two-storey stands have sufficiently wide staircases for opposing visitor flows or a one-way traffic system is in place on the staircase.
- Meeting rooms and work spaces temporarily constructed in the halls must have open ceilings so that sufficient air exchange is guaranteed.
- If the minimum social distancing requirement cannot be observed, meeting areas with tables and chairs must be counteracted with suitable structural measures (e.g. protective screen) or personal protective equipment (mask or face covering).
- Stand parties are prohibited. Applications to hold evening events at the stand or on the grounds must be submitted to Messe Stuttgart for approval. The codes of conduct outlined in the Corona Ordinance must be observed.



## Hygiene measures

- The recommendations of the Robert Koch Institute on hygiene must be observed ([www.rki.de](http://www.rki.de)).
- The exhibitor must provide sufficient face coverings and hand sanitiser for employees (stand personnel and employees of the stand builder) during the event, as well as in the set-up and dismantling phases.
- Employees must be fully informed and instructed, particularly with references to the changes to work processes and requirements as a result of the corona pandemic.
- Provision of hand sanitiser dispensers for visitors at the stand.
- Regular and on-demand cleaning and disinfection of more frequented contact surfaces and areas such as counters, tables, showcases, displays, exhibits after a change of visitors must be carried out.
- Where possible, exhibits must be presented behind glass in showcases or similar in order to prevent changing contact with samples/specimen copies.
- When in enclosed spaces people from the age of six must wear a non-medical mask or comparable face covering.

There is no obligation to wear a face covering or mask:

- o for individuals for whom wearing a face covering is not possible or appropriate for health or other reasons (evidence of medical certificate),
- o at individual stands at trade fairs, exhibitions, as well as in exhibition areas of congresses, if the event organiser or exhibitor can guarantee compliance with the minimum social distancing of 1.5 metres between people,
- o for employees as long as there are no visitors at their job site,
- o when using catering services or
- o if at least an equal standard of protection for other individuals is provided.



- **Face covering/mask during set-up and dismantling**

It is compulsory to wear a mask or face covering during the set-up and dismantling in all halls and in the loading yards.

There is no obligation to wear a face covering or mask:

- o for teams/company employees at their respective stand area.

Individuals who do not adhere to the rules regarding the wearing of a face covering or mask must leave the trade fair grounds.

### Catering concept

- Compliance with the current protection and hygiene rules in accordance with the valid Corona Ordinance of the State of Baden-Württemberg.
- The catering staff at the trade fair stand must wear a face covering or mask when serving food.

### General information

- Compliance with the currently applicable entry and quarantine requirements.
- Social distancing and hygiene regulations may lead to delays in the set-up and dismantling; if necessary, the set-up and dismantling times must be adapted accordingly.
- The exhibitor shall ensure that during the event and in the set-up and dismantling phases the employees at the stand (stand personnel, stand builder, stand caterers) are recorded with their personal details so that the health authorities can reconstruct the chains of infection if necessary.