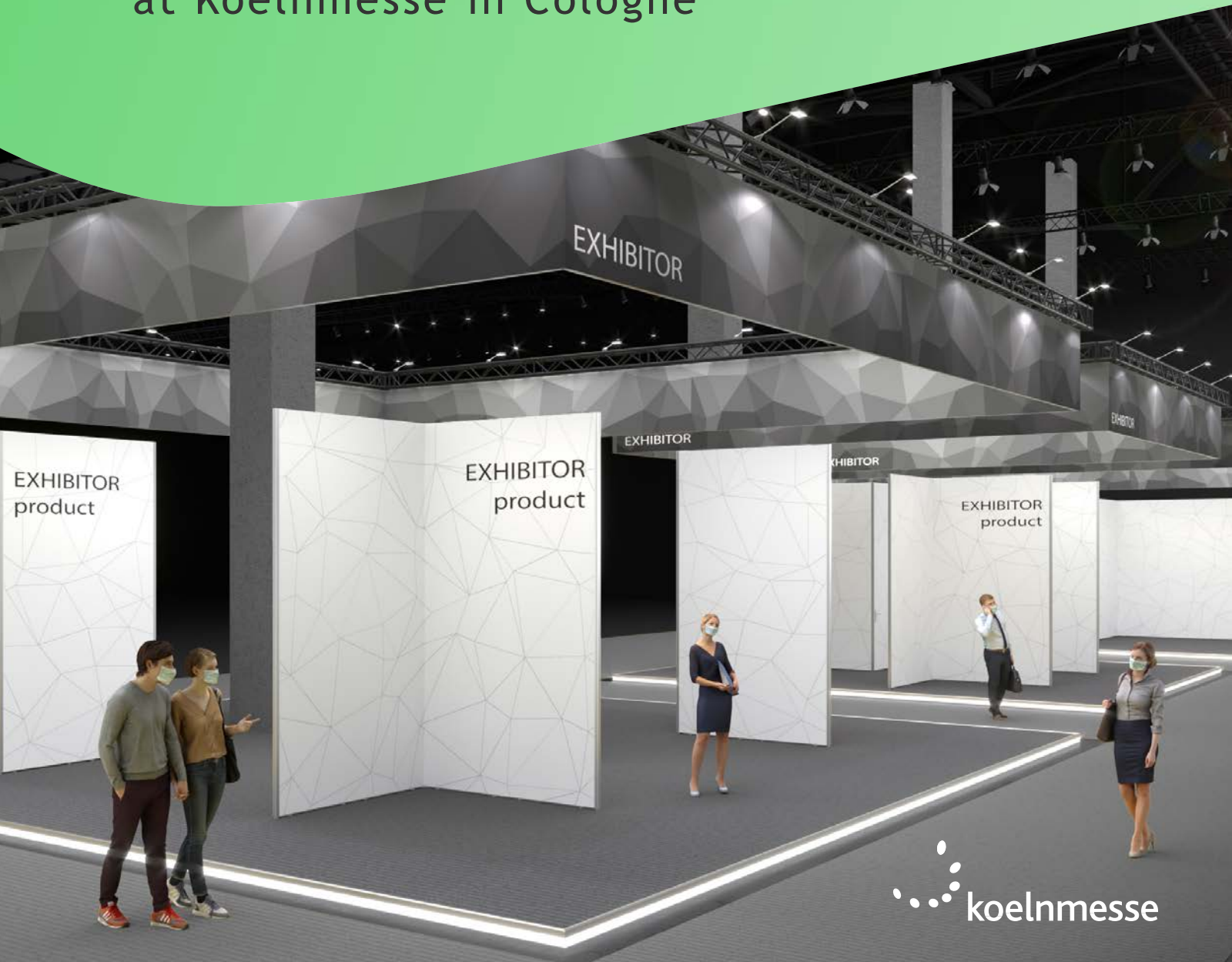


#B-SAFE

4business

Notes for stand construction for the re-start of trade fairs held at Koelnmesse in Cologne



GENERAL INFORMATION

The Coronavirus Protection Ordinance of the German Federal State of North Rhine-Westphalia lays down rules for the realisation of trade fairs. An essential part of these rules is the need to maintain a minimum distance of 1.5 metres throughout the entire trade fair grounds. Koelnmesse deploys an extensive concept for hygiene and infection protection to ensure compliance with the rules on hygiene and safety in effect at all of the events it organises. You will find the main measures on our website [#B-SAFE4business](#). We look forward to offering our customers a platform for their businesses once again.

It is important for exhibitors to know that there are no limits on the number of visitors to individual stands, as long as visitors and exhibitor staff maintain a minimum distance of 1.5 metres at the trade fair stand. Brief distances of less than this minimum are permitted (e. g. when passing by each other) as long as the individuals involved are wearing mouthnose protection. Consequently, the maximum number of stand visitors is largely a function of the type of stand design involved.

Each stand operator will be responsible for implementing the necessary measures at the trade fair stand. We are aware of the current uncertainties on the part of exhibitors and have therefore summarised important recommendations or binding measures to assist you with your trade fair planning and presentation. At the end of the document you will find all the essential points in a checklist, which can be used to document the hygiene measures at your stand. You are kindly requested to direct any further questions you may have to your contact on the respective trade fair team.

RECOMMENDATIONS AND SPECIFICATIONS FOR STAND CONSTRUCTION

- 1 Plan your stand layout to make it spacious enough that minimum distancing can be ensured for any activities at the stand. Avoid unnecessary narrow sections.
- 2 In the meeting areas, seating distances between tables and chairs must be chosen such that a minimum distance between persons of at least 1.5 metres can be ensured.
- 3 If there are individual points where this minimum distance cannot be maintained, other measures can also be taken, such as shielding in seating areas, for example.
- 4 Monitoring the numbers of visitors and staff may be difficult in the case of larger or complex exhibition stands. For cases such as these, then, plan separate entrances and exits and shields around the stand (e. g. retracting belt separators) to keep an eye on the numbers of visitors and ensure minimum distancing.
- 5 Place any exhibits at the stand with sufficient space around them.
- 6 Because traffic needs to be able to flow freely in the aisles around the stand, any displays of product information directly where the stand boundary meets the aisle may only be possible to a limited extent. Please factor this into your stand planning.
- 7 If you are planning double-storey stands, please take sufficiently wide stairs into account or permit only one-way traffic.
- 8 An essential criterion at the moment is good ventilation of the trade fair stands. The exhibition halls in Cologne feature state-of-the-art ventilation, with separate supply and exhaust air. To ensure that this for your trade fair stand, too, closed spaces with closed ceilings - especially in the meeting areas - are not permitted. In the case of double-storey stands, the ground floor must be designed to be as open as possible at the sides.
- 9 Share these measures with your trade fair builders. Through their association, German trade fair builders have enough information available to them for stand construction plans to take these specifications adequately into account.
- 10 Alternatively, Koelnmesse offers you individual trade fair stands that meet the requirements in effect. If you are interested in using the Koelnmesse stand construction service, please contact our stand construction services team (phone: +49 (0)221 821-3998, e-mail: standbau-services@koelnmesse.de)

HYGIENE RECOMMENDATIONS AND SPECIFICATIONS FOR TRADE FAIR STANDS

- 1 In the interest of the health of all trade fair participants, please ensure that your stand complies with the generally applicable hygiene regulations - e. g. refraining from shaking hands or making physical contact. In this connection, please refer to the general hygiene recommendations of the Robert Koch Institute (RKI).
- 2 Equip your trade fair stand with disinfectant for your staff and visitors. Koelnmesse can assist you with this.
- 3 Clean high-traffic contact surfaces such as counters, tables, showcases or exhibits as needed, or after a visitor left the stand.
- 4 Issuing candy or other give-aways to all stand visitors from large containers is prohibited at this point in time. Items may be handed out by stand staff as long as the hygiene regulations are observed.
- 5 The wearing of mouthnose protection is mandatory at the stands as well as throughout the trade fair grounds. This requirement does not extend to the outdoor grounds, or to seats at the stands or in food service - as long as sufficient distance can be maintained.
- 6 Please make sure that only staff who are free from cold symptoms are employed at your stand.
- 7 Unfortunately stand parties or comparable activities are currently not permitted, as the hygiene rules that apply cannot be complied with.
- 8 The hygiene measures taken at your trade fair stand must be documented as part of a hygiene concept. The concept must designate a person at the trade fair stand who is also responsible for implementing the concept.

As of 03.11.2020

#B-SAFE
4business

INFORMATION ON CATERING SERVICE AT THE TRADE FAIR STANDS

1

Please consider the general hygiene requirements when serving and storing food.

2

You can continue working with a caterer of your choosing, provided the regulations for food-service establishments are observed in accordance with the Coronavirus Protection Ordinance of the German Federal State North Rhine-Westphalia.

3

Catering offers featuring an open buffet and/or self-service are currently not permitted. The same holds true for open containers for sweets, cutlery or the like.

4

Koelnmesse and the Koelnmesse caterer under contract, Aramark Restarauctions GmbH, will be happy to offer you catering that meets hygiene requirements at your stand. If you are interested in our food service, please contact our partner Aramark:
(phone: +49 (0)211/2212848584 e-mail: Vertrieb.Koelnmesse@aramark.de).



Please note that Koelnmesse cannot approve plans with regard to infection protection. Infection protection at your stand remains the responsibility from you as stand operators.

HYGIENE CHECKLIST FOR EXHIBITORS/STAND OPERATORS

Due to the Coronavirus Protection Regulation (Corona-Schutzverordnung), hygiene and infection protection measures must be implemented when trade fairs are held. These measures apply to the exhibition stands, among other things.

Hygiene measures at the stand should be documented by exhibitors in a brief hygiene concept. The following hygiene checklist can be used for this purpose. The hygiene checklist aims to support exhibitors and stand operators and **does not have to be submitted to Koelnmesse**. However, it **should be kept at the stand during the trade fair**.

Stand construction measures

- 1** In the accessible areas, the stand does not have any insufficiently ventilated spaces, such as enclosed zones that are also covered overhead. yes no
- 2** Two-storey stands are open at the sides to ensure adequate ventilation. yes no
- 3** Stairways to upper floors are sufficiently wide or there is a one-way system in place. yes no
- 4** When setting up the exhibits, sufficient open spaces are provided so that visitors and stand staff have sufficient free moving space (minimum distance of 1.5 m from each other). yes no
- 5** Reception counters, meeting tables and tables for eating and drinking have surfaces that are easy to wipe clean. yes no
- 6** Counters for welcoming customers and talking to customers have been moved into the stand area by approx. 1 to 1.5m to avoid congestion in the corridor. yes no

Operation of the exhibition stand

- 7** The maximum number of people at the stand has been calculated. Rough calculation method: one person per 4 m² of freely accessible stand area plus seats. yes no
- 8** The maximum number of people at the exhibition stand is monitored and controlled. In the case of very complex or large stands, central entrances / exits are set up for this purpose. yes no
- 9** Seats (at meeting tables, catering tables or individual seats) are set up 1.5 m apart or 1.5 m away from areas of the stand where there is regular movement. Alternatively, if the distances are smaller, impermeable screens are installed (e. g. plexiglas panels, partition walls), which reach at least above head height when seated. yes no
- 10** Sufficient hand disinfectant is available for visitors and stand staff. yes no
- 11** Surfaces that are regularly touched, such as reception counters or meeting tables, are wiped with standard cleaning agents approx. every two hours. yes no
- 12** No sweets or giveaways are provided in general accessible containers. **Note:** Stand staff may hand these out, as well as catalogues and brochures. Business cards may be exchanged. yes no
- 13** Masks covering the mouth and nose are worn at the exhibition stand. **Note:** The mouth nose protection may be removed when seated (this includes bar stools) with sufficient distance. yes no

Catering at the exhibition stand

14

The general hygiene regulations are observed during the preparation of food.

yes no

15

Plated dishes or individually packaged food are served, there are no open buffets. Drinks are served in individual portions (no shared bottles for self-service).

yes no

16

Tables at which food or drinks are served are wiped down with standard cleaning agents after each visit.

yes no

The following person is responsible for checking and complying with the hygiene measures at the stand:

Event:

Exhibitor name:

Hall:

Stand number:

Surname, first Name:

Signature of stand operator/date