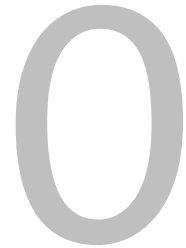


# CATALOGUE OF MEASURES PROTECTION AGAINST INFECTION

## GENERAL INFORMATION ABOUT THE EVENT



With immediate effect and until further notice, the **Technical Regulations** of Deutsche Messe AG and Fachausstellungen Heckmann GmbH will be supplemented by a catalogue of measures for infection protection.

The catalogue of measures currently comprises the following elements:

- **0: General Information about the Event**
- Part 1: Design, Construction, Organisation of Exhibition Stands
- Part 2: Catering and Hospitality at Exhibition Stands, Delivery
- Part 3: Set-Up and Dismantling of Exhibition Stands, Site Logistics

### General information

The execution of trade fairs requires special hygiene and infection protection measures. The following three basic conditions have been set by the local authorities and we ask for your help to comply with them.

Please read all documents carefully and also forward them to the companies commissioned to set up and dismantle your stand as well as any sub-exhibitors and your employees.

Please check whether the planning of your trade fair appearance is based on the current version of the catalogue of measures.

### Measures and conditions

The regulations at a glance (subject to change):

## **1. Procedure concerning the density of persons and minimum distance:**

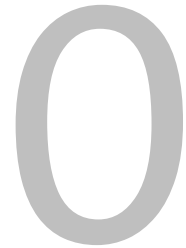
Fachausstellungen Heckmann GmbH ensures that

- The admission should be as contactless as possible
- Queues are provided with distance markings on the floor
- A time slot for visiting the trade fair is booked in advance via Internet
- The number of visitors is limited to 1 person per 4 sqm
- Separate entrances and exits
- Signs with rules of behaviour concerning Covid-19 are visible in front of all entrances
- The hall aisles have been enlarged and open spaces created at heavily frequented points so that the minimum distance can be maintained everywhere

Please help us to implement the measures. Make sure that the 1.5 m distance can be maintained on your stand area. And make sure that other measures such as spitting protection are effective where the minimum distance is not reached.

# CATALOGUE OF MEASURES PROTECTION AGAINST INFECTION

## GENERAL INFORMATION ABOUT THE EVENT



### 2. Compliance with the hygiene standards set by the Robert Koch Institute:

The general precautionary measures must be observed by **all** persons on the entire event site:

- Keep the safety distance of 1.5 m
- General obligation to wear mouth and nose coverings (exception: consultation rooms separated from the exhibition or rooms for workshops), acrylic glass visors are also permitted as mouth and nose cover, but a textile covering that fits tightly to the nose and chin is recommended for better protection
- Coughing/sneezing in the crook of your arm
- Regular hand cleaning
- Avoid touching the face
- Greeting without handshake

We also provide for further hygiene measures:

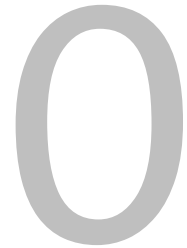
- Installation of disinfectant dispensers
- Increase of the cleaning intervals of all publicly accessible areas
- Ensuring good hall ventilation through operational control of the ventilation systems
- Prevention of virus transmission through the door handles by keeping doors open as far as possible

We also ask for your support regarding the following matters:

- Please always keep sufficient mouth-nose covers for stand personnel and visitors at the stand to cover their needs.
- Containers for giveaways, sweets or cutlery, which can be taken by visitors themselves, must be avoided.
- The presentation of samples is acceptable if the minimum distance of 1.5 m is maintained and the mouth and nose cover is immediately put back on afterwards. Self-service is not permitted; instead, the samples must be handed to the visitor individually by the stand personnel and kept covered (e.g. under a cheese cover).
- Please give preference to contactless payment methods if possible.
- Stand parties and evening events are generally not permitted.
- In the case of presentation / demonstration areas, please provide spit protection devices from the outset, as it is foreseeable that spectators could come closer than 1.5 m.
- Please ensure that your stand is cleaned several times a day, especially at contact areas that are accessible to several people. Please also disinfect exhibits as required. This is especially true if you have observed that someone has coughed or sneezed on an object without wearing a mask.
- Objects that are touched at short intervals by many different customers (e.g. for testing purposes) must be disinfected regularly.

# CATALOGUE OF MEASURES PROTECTION AGAINST INFECTION

## GENERAL INFORMATION ABOUT THE EVENT



### 3. Ensuring the contact tracking of all trade fair participants:

During the event period, we record all persons - visitors, exhibitors, service providers - who enter the event site at the site entrances. Tickets are sold exclusively online. Prior registration is required by the local authorities. This way the access of persons can be evaluated for each day of the event.

In addition, we must commit you as exhibitor to the following procedure:

- Exhibitors are obliged to record the surname, first name, full private address and private telephone number as well as the contact period of all exhibitor personnel on the stand and all other persons who enter the stand for at least 15 minutes for consultation, negotiation or sales talks. A digital solution currently under development should be preferred.
- Your stand construction personnel for the assembly and dismantling of your stand and the stand staffing during the event must also be recorded in this way during the aforementioned discussions.
- It is necessary that you hand over this documentation to us. We are obliged to keep them for up to three weeks after the end of the exhibition and, in the event of infection, to present them to the health authorities on request.
- For exhibitors from the catering trade, it applies that all regulations currently valid in Lower Saxony for the operation of catering facilities must also be implemented at our trade fair events. Please note our separate information sheet for gastronomers.

According to the current legal situation, this procedure is mandatory for participation in the event. It ensures that any necessary follow-up of Category 1 contact persons within the meaning of the RKI can take place.

We ask for your understanding that we cannot disregard any of the rules that generally apply to contain the pandemic on our event premises and count on your cooperation. It is in all our interests to design an event together that is so attractive due to its security that it attracts many visitors.

FACHAUSSTELLUNGEN HECKMANN  
HANNOVER / BREMEN