

CATALOGUE OF MEASURES PROTECTION AGAINST INFECTION DESIGN, CONSTRUCTION, ORGANISATION OF EXHIBITION STANDS



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 purpose of this document is to provide you and your contractors with information on the necessary protective measures and requirements which you should observe and implement on your own responsibility when designing, constructing and organizing exhibition stands at the Hannover Exhibition Grounds.

We reserve the right to issue more far-reaching orders or to restrict or cancel orders already issued in compliance with legal or official requirements in the current situation or in the light of new findings from operational practice. In addition, we will work together with Deutsche Messe AG and the responsible authorities to monitor the implementation of measures during the event.

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

Measures and conditions

Exhibitors must guarantee at least the following structural and organisational measures:

- Exhibition stands must be designed in a manner that allows a minimum distance of 1.5 m between persons to be maintained.
- If, in exceptional cases, this minimum distance cannot be maintained in a comprehensible manner, suitable protective measures must be taken to avoid droplet or smear infection. Suitable measures are e.g. the installation of partition walls as spit protection devices and/or the obligation to wear mouth and nose coverings in these areas. 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.
- Information on the necessary infection prevention measures must be clearly and concisely presented on the stand.
- All stand personnel will be instructed by the exhibitor on the necessary infection protection measures.

CATALOGUE OF MEASURES PROTECTION AGAINST INFECTION DESIGN, CONSTRUCTION, ORGANISATION OF EXHIBITION STANDS



- Exhibitors are obliged to record all exhibitor personnel and all other persons in exhibitor contact (for consultation, negotiation or sales talks ≥ 15 min.).
If cultural events take place on the stand or there are demonstration areas, the participating persons will be again recorded separately in order to be able to better localise any possible occurrence of infection when tracking contacts, as it can be assumed that closer contacts may take place there than in other situations at the exhibition.
- Separate entrances and exits on the stand must be provided, as well as defined pathways and floor markings, so that direct contact between visitors on the walkways on the stand can be avoided. If this cannot be realised easily in smaller stand areas due to lack of space, it must be ensured, at least in organisational terms, that the safety distances between visitors can be maintained (e.g. by security personnel).
- Stairs and internal stand aisles are to be designed to be sufficiently wide and, if possible, are to be used exclusively in one-way traffic. Alternatively, the number of users is to be limited by organisational means.
- Entrance, presentation, lounge and visitor areas are to be designed in such a manner that the expected number of people can comfortably stay in these areas without blocking traffic on the stand, provided that the minimum distances are observed.
- The exhibitor must provide sufficient space for waiting persons on his stand area to prevent backlogs on hall aisles. If possible, the exhibitor shall use active appointment management as a preventive measure.
- Spacious meeting and catering areas are to be provided. Please check beforehand whether planning catering areas is sensible or feasible in accordance with the currently valid regulations on distances.
- For catering areas on the trade fair stand, the currently valid legal requirements for the operation of catering facilities are binding. Please also refer to our "Information sheet for gastronomers".
- In accordance with the rules of distances, sufficient space must be provided for viewers at exhibits.
- Spit protection devices must be installed at reception counters, narrow places (e.g. between walkways and adjacent catering areas) and other interaction points.
- Physical contact points (doors and handles etc.) should be avoided wherever possible. Physical contact points should - where unavoidable - have smooth, easy to clean surfaces.
- Exhibition stands must be professionally cleaned at least once a day; heavily frequented areas several times a day. 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.
- Sufficient disinfectant dispensers must be provided for visitors and stand personnel.
- If necessary, the exhibitor shall provide sufficient mouth and nose covers for both stand personnel and visitors.
- When planning and constructing exhibition stands, adequate ventilation must be ensured; especially in meeting and recreation areas and under covered stand constructions.
- Containers for giveaways, sweets or cutlery, which are intended for visitors to take out by themselves, must be avoided.

CATALOGUE OF MEASURES PROTECTION AGAINST INFECTION DESIGN, CONSTRUCTION, ORGANISATION OF EXHIBITION STANDS



- 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).
- Preference should be given to contactless payment methods wherever possible.
- Stand parties and evening events are prohibited.
- The exhibitor must take into account the requirements for infection protection when planning his stand and must monitor and follow up compliance during the event.

The exhibitor is responsible for infection protection on the stand.

Deutsche Messe AG and Fachausstellungen Heckmann GmbH do not grant planning approval with regard to infection protection.

For more detailed information on infection prevention measures and requirements for catering and hospitality, stand delivery, set-up and dismantling and site logistics, please refer to the relevant sheets in the catalogue of measures.

FACHAUSSTELLUNGEN HECKMANN
HANNOVER / BREMEN