

# COVID-19 EXHIBITOR GUIDE

## PRE-SHOW

- You need to have your masks with you when coming to show as entering the exhibition area without a mask will not be allowed, as per government requirements
- Final certificate for COVID-19 vaccination or negative RT-PCR report is mandatory, maximum 72 hrs. old before entering the venue premises. Entry is strictly prohibited without final certificate for COVID-19 vaccination or negative RT-PCR report.\***
- It is advised to keep spare masks for both you and your personnel as masks need to be changed at regular intervals.
- You should encourage your key customers/dealers/distributors/buyers to register online prior to arrival at the show

\*We will keep you updated, if any change in government guidelines one week prior to the show.



## STAND CONSTRUCTION AND DESIGN



- It is important to design the exhibitor stand by taking all the health measures into consideration. For example; keeping the number of staff in the stand as minimum, decreasing the number of stand materials, reducing the range of display products, etc.
- Modular stand is recommended in order to prevent higher number of risks during stand construction.
- It is requested you make your planning in a manner to have the lowest number of workers for stand construction and create your stand design accordingly.
- In order to minimize physical contact during stand construction, stand materials may be brought to venue by parts instead of all at once and hand tools shall not be handed to each other by the workers.
- You could have an info desk with plexiglass to protect your staff or host/hostess who will greet the visitors coming to your stand in the first place. Besides, these people may wear face shields as they will be in close contact with so many visitors.
- You may consider having physical separators in areas where you are planning to have face to face meetings with your clients or team.
- Instead of displaying the products of your whole products range, you may prefer displaying some by digital exhibiting via screens on your stand walls.

## GREETING VISITORS IN YOUR STAND

- Avoid shaking hands with your staff and visitors and greet people with a Namaste, wave, nod or a bow instead.
- You are recommended to create your stand design in a manner to help you keep the density of visitors and staff under control. You may determine the maximum number of people (staff and visitors) you could safely have in your stand considering how big your stand is. You should designate visitor access and egress directions in your stand if necessary.

**TIP:** You could use various signages, floor mark and tapes to carry out physical distancing controls.

- You may reconsider your exhibits in accordance with your stand size and/or physical conditions. For example, having a smart branding on your stand walls facing the visitor aisles will attract the right visitors to your stand and reduce irrelevant crowd.
- You may need to make sure that the areas in your stand where visitors are greeted have been designed in accordance with physical distancing rules.
- Creating a pre-scheduled appointment system for your clients may be recommended if applicable.

**TIP:** You could include in your invitations what safety measures you are going to take on site and send it your clients prior to show. That might make them feel more comfortable to visit your stand and the show.



## STAND HYGIENE



- Exhibitors are responsible for the hygiene measures for their own stands and should follow Hyve requirements
- You are encouraged to have alcohol based hand sanitizers in your stands where your visitors could reach easily and to disinfect the most-contacted surfaces regularly (at least twice a day during the show)
- Ensure hygiene around the waste bin kept in your respective stands.

## WEARING MASKS, GLOVES AND FACE SHIELDS

- You may provide free masks and gloves in your stand when asked by anyone including visitors.
- You may need to ensure that these protectors meet the required standards and are kept in hygienic conditions.
- Exhibitors should encourage the use of face shields by their personnel but also pay attention to below issues:
  - Hands must be washed before putting on and off the face shields.
  - Face shields must be changed every day and disinfected prior to use.
  - If they are washable, face shields must be washed according to instructions of producer. Unless they are washable, they must be thrown away carefully.
  - One face shield must not be used by more than one person.



## PRODUCT DISPLAYS AND OFFERINGS



- As the products displays can create risk of crowding, it is recommended to limit your product displays and do it only for important ones, in order to manage the physical distancing
- You may avoid or minimize activities around product displays. In case of offerings to visitors, please prefer pre-packaged and single-use service tools which are conforming to hygiene standards.
- Avoid offerings with snack bowls which are open to public use.
- We request you to avoid offering drinks in your stand. If you will do, you may use single-use glasses and have them delivered by one staff himself, not as self-service.

## PROMOTIONAL GIFTS AND PRINTED MATERIALS

- In order to prevent spread of the virus, you are recommended to have fewer printed materials in exhibition. If possible, it would be convenient to bring your materials as prepared and packed prior to show.
- You may find digital or cyber ways of informing your visitors instead of printed brochures and catalogues.
- Avoid delivering anything to visitors including promotional gifts.



## PERSONNEL



- Physical distancing is the most important measure to control the spread of COVID-19.
- Consider use of any areas outside the halls deemed safe by you for staff breaks
- For your own staff, consider ordering pre-packaged meals/snacks from the official stand catering supplier to avoid having to go to catering points within the hall.
- Allow cashless transactions only.
- Ensure that you brief your team, including your contractors, on all measures the organizer is putting into place prior to arrival at the event.
- Brief your team about the control measures you have decided to set out before they travel to the venue. Share your plans in advance in order to help them feel comfortable about the ways in which you have reduced the risks.
- You may appoint one of your staff as responsible for making sure your control measures are implemented.
- In case your personnel are accommodated in a hotel, you may wish to ensure that they are aware of and comply with the measures and policy of the hotel.