

BEST PRACTICE

on unified health safety and security rules in current COVID-19 pandemic period at professional trade fairs and events, conferences in Central Europe

Audited by CENTREX

Safe Fairs CENTREX

We love Fair Fairs

Recommendations for Visitor Journey

- recommended online ticket purchase with recording statement of health and contact details
- contactless ticket payment on the spot with recording statement of health and contact details
- if necessary, measure of body temperature at points of entry (maybe via disinfection tunnel)
- face cover wearing during the event (according to current government regulations)
- suggested separate ways of „In“ and „Out“ of the premises and one-way flow
- social distancing 1.5 m incl. entry queuing
- avoidance of crowding around places (keeping distance)
- maximum concentration 1 person per 2.5 m² (gross exhibition area) in the halls, 1 person / 3 m² in the outdoor area
- face masks should be available for purchase on site
- entry only for people without health problems
- within the accompanying programs (seminars, conferences) the spacing in auditorium is 1.5 m
- awareness of valid measures before the event on website, FB, etc. as well as on site – eg. at gates

Recommendations for Exhibitor Journey

- regulation of the number of issued exhibitor passes with recording statement of health and contact details
- contactless payment for the exhibitor's pass on site with recording statement of health and contact details
- presence only for people without health problems
- face cover wearing during the event (according to current government regulations)
- more frequent disinfection of exhibitions stands (handles, tables, etc.)
- aisles between exhibition stands min. 3 m wide
- avoidance of distributing give-aways, samples from the stands (to prevent crowding and possible transfer of infection)
- observation of distancing of persons 1.5 m
- maximum concentration 1 person / 2.5 m² in the halls, 1 person / 3 m² in the outdoor area
- face masks available for purchase on site
- awareness of valid measures before the event on the website, FB, correspondence etc.

Recommendation for Supplier of services (construction of stands, catering, cleaning service, etc.)

- regulation of the number of issued assembly permits with recording statement of health and contact details
- entry only for people without health problems
- face cover wearing during the event (according to current government regulations)
- more frequent disinfection of stands (handles, tables, etc.)
- awareness of the measures in force before the event in the organizational guidelines

Other organizational arrangements

- informing the regional hygiene authority about the event (see Introductory Framework)
- information panels with recommendations for more frequent hygiene, wearing of masks, personal distancing, limiting personal contact (handshake, etc.)
- marking at 1.5 m intervals on the floor (and one-way flow recommendation if needed)
- distribution of disinfectants within the fair
- contactless payment preferred
- premises with refreshments with frequent disinfection of tables, handrails, etc.
- organizer team and other staff in masks (according to current government regulations)
- more frequent disinfective cleaning of the fair venue, incl. WC
- air conditioning system according to applicable standards
- extra staff to monitor excessive crowding
- medical service and COVID-officer available on site
- separate room for cases with symptoms of the disease
- person monitoring compliance
- system for monitoring the number of people at the venue (turnstiles, etc.)