

NOTES FOR EXHIBITORS ON STAND DESIGN FOR THE “WE LOVE TRAVEL!” TRADE FAIR

GENERAL INFORMATION

The SARS-CoV-2 Infection Protection Ordinance of the State of Berlin sets out the regulations for the staging of trade fairs and events. It is essential that the necessary minimum distance of 1.5 meters is maintained throughout the entire exhibition grounds, including the exhibition stands.

Messe Berlin GmbH and I Love Travel GmbH ensure that the prescribed hygiene and safety regulations are observed at the event by means of a detailed hygiene and infection protection concept. All measures are defined in accordance with the applicable data protection laws (in particular the German Data Protection Act (DS-GVO) and the Federal Data Protection Act (BDSG)).

Further information on the measures can be found at <http://welovetravel.berlin/safety-measures/>

It is particularly important for exhibitors that the number of visitors at the individual stands is not regulated as long as a minimum distance of 1.5 meters between visitors or the exhibitor's personnel is guaranteed at the stand. It is possible to fall below the minimum distance for short periods (e.g. when walking past each other), provided that a mouth-and-nose protection is worn. The maximum simultaneous number of visitors at the stand is therefore dependent on the size and type of stand design.

The respective stand operator is responsible for the implementation of and compliance with the necessary measures at the exhibition stand.

The following laws, regulations and recommendations are relevant as legal basis for the hygiene and safety concept:

- Law for the Prevention and Control of Infectious Diseases in Humans (Infektionsschutzgesetz – IfSG) (<https://www.gesetze-im-internet.de/ifsg/>)
- National ordinances and decrees: SARS-CoV-2 Infection Protection Ordinance of the State of Berlin (<https://www.berlin.de/corona/massnahmen/verordnung/>)
- Recommendations of the Robert Koch Institute for infection control (https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/nCoV_node.html)
- Specifications of the respective occupational health and safety authorities, including the SARS-CoV-2 occupational safety standard (https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Schwerpunkte/sars-cov-2-arbeitsschutzstandard.pdf?__blob=publicationFile&v=1)

In view of the current uncertainties on the part of exhibitors, we have summarised recommendations or binding measures on the following pages to help with planning and implementation. If you have any further questions, please consult your contact person.

RECOMMENDATIONS AND SPECIFICATIONS FOR STAND CONSTRUCTION

1. Plan your stand as generously as possible so that minimum distances are maintained for all activities on the stand. Avoid unnecessary bottlenecks.
2. In seating areas, choose the seat spacing between tables and chairs to ensure a minimum distance of at least 1.5 meters between people.
3. If it is not possible to maintain the minimum distance at individual points, other measures such as separation walls or shielding made of acrylic glass are also possible.
4. In the case of larger exhibition stands, it may be difficult to keep track of the number of people on them. In such cases, plan your stand with separate entrances and exits so that you can ensure that the minimum distances are observed.
5. Be sure to present your exhibits at your stand with enough open space.
6. In order to maintain the possibilities of movement in the aisles at all times, there may be only limited possibilities for product information directly at the border of the stand.

7. For two-storey stands, sufficiently wide stairs or one-way access should be planned.
8. An essential criterion for hygiene measures is good ventilation of the exhibition stands. Therefore, closed rooms are not permitted. In the case of two-storey stands, the ground floor should be designed as open as possible.
9. Distance and hygiene rules can lead to delays in assembly and dismantling. If necessary, the construction and dismantling times must be adjusted accordingly.
10. The necessary occupational safety measures are determined and documented by the risk assessment on the basis of the applicable occupational safety regulations (including the occupational safety standards of the BMA). They remain unaffected by the provisions of this concept.

Share the measures with your stand constructor so that he can include the specifications in the stand planning. Alternatively, we also offer fully equipped exhibition stands that meet the specifications.

HYGIENE RECOMMENDATIONS AND SPECIFICATIONS FOR STAND OPERATORS

1. Please ensure that the general rules of hygiene such as no shaking hands or physical contact are observed at your stand. Please also observe the general hygiene recommendations of the Robert Koch Institute (RKI).
2. Provide disinfectants for your staff and visitors at your stand.
3. Frequented contact surfaces such as counters, tables, showcases or exhibits should be cleaned in accordance with requirements or after each visitor has left.
4. The distribution of giveaways to all stand visitors from large containers is currently not permitted. They may be handed out by the stand personnel as long as the hygiene regulations are observed.
5. The wearing of a mouth and nose protector is expressly recommended at all stands, as well as on the exhibition grounds. Exceptions to this rule are the outdoor area, as well as seats on the stands or in the catering trade – as long as a sufficient distance can be maintained. (Obligation to wear a mouth-and-nose protector depending on the current legal situation)
6. In any case, make sure that only personnel without cold symptoms are working on your stand.
7. Unfortunately, stand parties or comparable activities are not permitted at present, as the generally applicable hygiene regulations cannot usually be observed in such cases.
8. Lectures and presentations on the stand are only permitted if the currently valid distance and hygiene regulations are observed.
9. The hygiene measures taken at your stand must be documented in a hygiene concept. This concept must also name a person responsible for implementing the concept who can be contacted at any time.
10. Daily updated documentation of all persons deployed at the stand
11. All companies involved in the stand must be instructed by the stand operator with regard to compliance with the hygiene and clearance rules.

NOTES ON CATERING AT YOUR STAND

1. Please observe the general hygiene requirements for the presentation and storage of food and beverages.
2. You can work with a caterer of your choice as long as the regulations for catering businesses according to the Corona Protection Ordinance of the State of Berlin are observed.
3. Catering offers with open buffet and/or self-service are currently not permitted. The same applies to open containers for sweets, cutlery or the like.
4. Catering staff with guest contact must wear a mouth-and-nose cover.

Please note that Messe Berlin GmbH and I Love Travel GmbH cannot give planning approval with regard to infection protection. Protection against infection on your stand is the responsibility of yourself or the stand operator.