

# RECOMMENDATIONS TO EXHIBITORS OF EXHIBITIONS HELD AT EXPOCENTRE FAIRGROUNDS



on prophylactic measures to prevent the spread of COVID-19 during the exhibitions. It is prepared on the basis of the Methodical Recommendations MR 3.1/2.1 0198-20 of 26.06.2020 of the Russian Federal Service for Surveillance on Consumer Rights Protection and Human Wellbeing.

## INTRODUCTION

EXPOCENTRE Fairgrounds fully resumes its activities. All events are held in compliance with the requirements aimed at preventing the spread of COVID-19.

## ACCESS TO EXPOCENTRE FAIRGROUNDS AND ITS PAVILIONS

- Every staff member of the Exhibitor has to have individual means of respiratory (masks, respirators) and hands protection (gloves). It is prohibited to enter EXPOCENTRE Fairgrounds without masks and gloves.
- All people entering the event venue are subject to a non-contact temperature check. People with excessive body temperature and/or with symptoms of the disease will be denied access to the venue.
- To reduce the time to get to the stand, the staff of the Exhibitor has to print out their exhibitor badges, processed via personal account of the Exhibitor, beforehand.
- To reduce the time to get to the stand, the Exhibitor has to provide its visitors with a printed copy of an electronic ticket. Online registration will be open on the exhibition's website.

## STAND CONSTRUCTION

- When designing a stand, it is necessary to take into account measures on social distancing, including limiting the number of installers, optimizing working areas at the stand and the number of exhibits.
- It is necessary to arrange the routing of event participants and the arrangement of tables, racks and chairs at the stands, taking into account social distancing (1.5 m), as well as to provide separate entrances and exits at exhibition, press and conference halls with the installation of information signs and belt barriers.
- It is recommended to limit the number of exhibits at the stand and arrange demonstrations using presentations. It is recommended to use the minimum number of printed materials and use electronic and data storage devices instead.
- The Exhibitor shall arrange places for hand sanitation, including with the help of installed dispensers or wet wipes, at the territory of the Exhibitor's stand (places of accumulation of visitors).

- It is necessary to arrange the routing of visitors to the stand and the arrangement of tables, racks and chairs at the stands, taking into account social distancing (1.5 m), as well as to provide separate entrances and exits at the stand with the installation of information signs, floor markings and belt barriers.

## DURING THE EXHIBITION

### Staff requirements

- A designated employee of the Exhibitor shall instruct the staff on the observance of safety measures, including the use of disinfectants and individual protection means, to prevent the spread of COVID-19.
- The Exhibitor's staff shall be provided with a stock of respiratory protection equipment (disposable masks, respirators) and gloves (based on the duration of the work shift; replacement of masks and gloves at least once every three hours) as well as hand sanitisers. A designated employee of the Exhibitor shall exercise control over the use of protective masks by the Exhibitor's staff during conferences, and masks and gloves during exhibitions.
- The Exhibitor's employees shall be distanced (1.5 m) during both the installation/dismantling works (for technical personnel – taking into account the safety requirements of the works) and during the exhibition.
- Meal breaks shall be taken in a specially designated room according to a predetermined schedule observing social distancing of 1.5 m. If the stand area does not allow to allocate the specified room, meal breaks shall be taken in specially designated areas of the venue.
- Calculation of the number of the Exhibitor's personnel and other categories of persons who can stay at the stand simultaneously, as well as their arrangement/seating shall be made taking into account the rules of social distancing (1.5 m).

## Requirements related to visitors

- Only visitors wearing masks (respirators) and gloves shall be granted access to the Exhibitor's stand.
- Hand washing and sanitizing liquids will be available in WCs. Additional hand sanitisers will be provided at the event venues, at the entrances to halls and pavilions, and in other areas of heavy traffic.
- It is necessary to determine the maximum number of people (employees and visitors of the Exhibitor) taking into account the norms of social distancing and control the number of visitors at the stand. It is recommended to schedule business meetings at the exhibition in advance.
- It is recommended to set the intervals between sessions (seminars, shows, demonstrations, master classes, etc.) at least 15 minutes for ventilation (in case of a separate room at the stand) and disinfection of contact surfaces.
- Tastings, catering (business breakfasts, coffee breaks) and other activities at the Exhibitor's stand may be carried out only in specially designated places taking into account the rules of social distancing. Tasting sets should be provided in individual packages. It is allowed to use pre-packaged food sets, disposable tableware and bottled water.

## DISINFECTION

- Daily, prior to the exhibition opening for visitors, the Exhibitor shall carry out wet cleaning of the stand using disinfectants with virulicide effect permitted for use in accordance with the established procedure.
- It is necessary to collect used masks (respirators) and gloves of the staff and visitors to the stand in plastic bags with their subsequent disposal by the organiser as solid waste.
- It is recommended to disinfect air in enclosed rooms of the stand.
- All contact surfaces at the Exhibitor's stand shall be disinfected every two hours: door handles, handrails of stairs, handrails, table surfaces, racks, office equipment, exhibits, armrests of chairs, etc.

During the exhibition, the Exhibitor is responsible for compliance at their stand with the requirements of Rospotrebnadzor aimed at preventing the spread of COVID-19. Compliance with the requirements and recommendations shall guarantee the health of the Exhibitor's staff and visitors. In this case the Exhibitor shall not be held liable for violation of sanitary and epidemiological rules stipulated by the current legislation of the Russian Federation.

Organizer:

