

Common Statement

on suggested main conditions and procedures of organising trade fairs in Central European countries during COVID-19 pandemic proposed by CENTREX Union, the international organisation of trade fairs in Central Europe.

In the wake of second wave of COVID-19 pandemic and adapting new experiences of restart of trade fairs in Central Europe recently we recommend following main areas relative to organising trade fairs based on Best Practice in Central Europe.

1. GENERAL FRAMEWORK

Trade exhibitions/trade fairs (definitions by ISO 25639 standard) are organised business gatherings, they do not fall under 'mass event' – *some CEE countries specifically put this into Code (PL, A)*

Trade fairs as individually planned business gathering events can be and should be assessed individually for risks as they differ in character, by size and number of people expected/foreseen.

Trade fair projects shall have to have preliminary (and updated) health risk assessments, implementation and follow-up plans. A COVID-officer should be designated to each project.

Trade fairs do not substantiate additional health hazards and risks other than those business meets and e.g. by shopping centers.

The logistics of the trade fairs and of trade fair venues are the same as those of department stores, shopping centers. Trade fairs substantiate combined/vertical business interests therefore presence of associated sectors is inherent feature both for exhibitors and visitors, cross-sector overview is evident.

The suggestions below intend to bring the individual countries' own regulation closer to each other and thus assisting respective manufacturing industries being competitive on a wider scale.

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2. PERSONNEL AND PERSONAL SAFETY

Own employee who may have been exposed to SARS-CoV-2 infection should without any delay notify the employer as well as to notify the sanitary-epidemiological station. Both should be contacted by phone and should follow instructions.

Personal protection equipment for employees and the personnel contracted by the company: i.e. face masks, disposable gloves and hand disinfectants should be duly provided.

3. PHYSICAL DISTANCING

The restrictions regarding the number of people who are present at the expo grounds at the same time have been introduced. The limits apply to the expo halls in particular, i.e. 1 person per 2.5 m² of gross exhibition area.

It is recommended to separate and delineate traffic routes and passageways for events participants, held on the premises. There are separate ones for guests entering the premises and separate for those leaving the premises. This has been designed to minimize direct contact between these groups of people.

The exhibition spaces arrangement (inside the expo halls, in the Congress Centre, at the outdoor exhibition grounds) has been altered, i.e. traffic routes are extended - the width of aisles between expo stands is at least 3 metres.

A minimum safety distance of 1.5 m between persons must be maintained.

Guests awaiting the entry in order to participate in events are obliged to use safe queue areas - the entry zone is marked with lines and stickers with traffic directions. Thus the distance between people of 1.5 metre minimum is maintained.

At the service points the safe queue areas are to be arranged securing the distance of at least 1.5 metre from one another. While waiting, people use designated places (marked with tapes, posts or stickers on the floor) in order to maintain the 1.5 meter social distance from the service point staff. It is recommended to put up plexi-walls between staff and client.

When an expo stand includes a catering space, a safe distance between the table tops is to be maintained (the distance calculated from the table-top edges). This required distance - minimum 2 metres. If tables are separated by partitions of minimum 1 metre height (reaching above the table top) the safe distance is 1 metre.

The number of available seats at the events facilities have been limited at the exhibition and congress centre and in the premises on which events are held. These solutions make it possible to keep the minimum 1.5 meter distance between seats in accordance with applicable safety regulations.

Exhibitors are advised to adjust the number of seats at their expo stand in order to make it possible to keep the minimum 1.5 meter distance between seats in accordance with applicable safety regulations.

4. HEALTH AND SAFETY MEASURES

Mandatory registration for all events participants has been introduced in order to the data of persons participating in the events organised herein. The mandatory reporting procedures is based on epidemiological data collection online or in a direct interview the procedures apply to all events participants including service staff, exhibitors, visitors, media etc.

A contactless form of admission documents verification is used in the personnel entry-areas.

In the entry areas people are screened whether they wear a face mask (a shield or other face covering cloth / material).

Face masks can be purchased at the expo grounds.

Contactless body temperature measurement is carried out in the entry zone.

The appropriate number of containers with disinfectants is to be installed at the expo grounds. i.e. at all entrances, in toilets and other publicly accessible spaces.

Exhibitors, companies which provide services, other events organisers are obliged to train the expo stand staff, events staff on sanitary regime rules and regulations, safety and security principles contained in Central European rules and regulations applicable for events preparation and organisation during the COVID-19 world epidemic.

Cleaning and disinfection of frequently touched infrastructure elements is carried out at regular basis, at least every hour. Door handles, handrails, balustrades, table-tops are cleaned with the use of disinfectants.

Exhibitors and event organizers are advised to clean frequently touched infrastructure elements, e.g. reception desks, door handles, handrails, balustrades, table-tops on on-going basis, at least every hour. Disinfectants should be used for this purpose.

Exhibitors and event organisers are advised to keep rubbish and impurities in closed containers which are regularly emptied, cleaned and disinfected.

Regular ventilation of rooms and spaces for participants is carried out on ongoing basis.

A medical unit is available on the premises for the whole duration of each event is ensured whenever the number of participants exceeds 50 people.

Closed, isolated and properly disinfected rooms have been prepared - these rooms (isolation rooms) are to be used by people who demonstrate infection symptoms.

5. IMPLEMENTING CROWD CONTROL

There are separate and delineated traffic routes and passageways for events participants, held on the premises. There are separate ones for guests entering the premises and separate for those leaving the premises. This has been designed to minimize direct contact between these groups of people.

In order to limit the number of people waiting for entry, online tickets are the preferred ticket-sale option.

The people counting system is in use on the premises. The system has been introduced in order to make it possible to verify the actual number of people who are at the facility at the same time.

A safe waiting zone for guests awaiting entry to catering facilities (restaurants, bars, fast-food facilities, catering facilities at expo stands, refreshment areas and similar) should be organised so that safe distances of 2 meters minimum are available.

6. ENCOURIGING AND ENFORCING MEASURES

Exhibitors are recommended to design more open / spacious expo stands construction, i.e. small and compact rooms should be eliminated if possible.

Exhibitors are recommended to use stand, smooth surfaces construction elements which are easy to clean and disinfect (e.g. information counter tops, table tops) Swinging door systems are recommended for meeting rooms.

Exhibitors are required to provide appropriate personal protection equipment and disinfectants for their staff. Disinfectant liquids dispensers for guests visiting the expo stand are also recommended.

Distribution of paper-based information materials and give-aways are not advised. Online information e.g. QR code assisted distribution is recommended.

It is recommended to maintain an appropriate distance from people entering the expo stand area. Avoid handshakes.

It is recommended follow and become familiar with the latest Chief Sanitary Inspector's and the Minister of Health's guidelines as well as applicable laws and regulations.

Catering facilities arrangement (including restaurants, fast-food facilities, gastronomic areas at expo stands, refreshment distribution areas etc.) - subject to the applicable safety rules and regulations applicable for this type of facilities.

Cashless settlements are the preferred form of payment. Pay terminals are equipped with a protective plastic films and disinfected at least once every hour.

Intense information campaigns about the safety and security rules applicable at the events and targeted at the events participants are conducted on ongoing basis.

There is ongoing communication (with the use of the public announcement system and audio-visual systems) regarding the restrictions on the number of people who can convene at the same time for the events organised at the premises, safe distances between people, obligations to avoid crowds and clusters of people and hygiene rules observance.

Educational materials (posters, presentations and filmed instructions displayed on TV screens) regarding hands hygiene, the rules of conduct when sneezing or coughing, maintaining a safe and proper distance from other people, avoiding handshakes, etc. are available throughout the expo grounds (the toilets, customer service points, entrance areas).

An emergency telephone number is should be put into operation, available for the whole duration of events organised on the premises.

The procedures are the result of the close collaboration between the experts and trade fair and congress industry's representatives

Recommendation of CENTREX meet the highest standards. The rules and regulations based on:

- WHO guidelines
- EEIA (European Exhibition Industry Alliance) guidelines
- UFI (Global Association of the Exhibition Industry) guidelines
- PIPT (Polish Chamber of Exhibition Industry) guidelines
- MARESZ (Hungarian Association of Event Organisers)
- and members of CENTREX regulation

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Enclosures:

- CENTREX Recommendation
- Best Practices regarding Visitors, Exhibitors, Service Suppliers, Organisational Arrangements
- Model of Epidemiological Survey