

# Factsheet for Exhibitors

## Important information for your trade fair activities in the time of COVID-19

Everyone has felt the impact of the COVID-19 pandemic. As trade fair, congress and event organisers and venue operators, the well-being of everyone involved is still extremely important to us. That is why Messe Frankfurt has developed a concept for hygiene, medical and organisational measures that has been approved by the authorities.

Ensuring the health and safety of all exhibitors, visitors, service partners and employees is Messe Frankfurt's top priority.

This factsheet is based on the requirements set out in the federal state ordinance on restricting contact and operations due to the coronavirus in its current version and on those measures mandated by the health authorities of the City of Frankfurt am Main, and represents an extension of our Technical Guidelines.

On the exhibition grounds, the organizer is responsible, in close coordination with and with the involvement of Messe Frankfurt as the grounds operator, for the implementation and conscientious observance of the protection and hygiene regulations that are applicable at the time of the event on the exhibition grounds. As an exhibitor, you are responsible for implementation and observance at your stand, in the same way that you are responsible for compliance with regulations governing occupational health and safety and fire protection. Furthermore, the general and specific Technical Guidelines for the event continue to apply.

We must also be ready for the fact that protection and hygiene rules could change by the time the event takes place. That is why we will also keep you updated on a daily basis of any possible changes at [www.messefrankfurt.com/hygiene](http://www.messefrankfurt.com/hygiene).

## Information for exhibitors:

**Please update your stand construction concepts to satisfy protection and hygiene regulations.**

It should be possible to designate a contact person at your company on request and the contact details should be available at the exhibition stand.

### Distancing rules

- It is currently necessary to maintain a minimum distance of 1.5 metres
- Stand planning must allow for larger stands in which less area is occupied by structures so that as many people as possible can be present on the stand simultaneously
- Free-standing exhibits must be surrounded by generous open spaces with markings to help visitors maintain proper distancing
- Presentations can take place at the stand as long as all protection and hygiene rules applicable at the time of the event are complied with. It is essential here that participants be told clearly where to go and assigned seats are a must
- Suitable structural measures (e.g. acrylic glass panels) or personal protective equipment (face masks) must be employed during personal contacts or in meeting areas with tables and chairs if minimum distancing cannot be maintained. However, a general obligation to wear a medical mouth and nose protection (OP, KN 95 or FFP2 mask) is, depending on the pandemic situation and the requirements of the authorities, not lifted.
- In the event that exhibits, display cases, counters, displays, screens etc are placed directly at the edge of the stand, the exhibitor must ensure that no one loiters in the aisle and that distancing rules are observed
- Product presentations at the edges of the stand are prohibited to prevent large gatherings of people in the aisles
- Upper storeys must either have stairways wide enough to allow visitors to travel in both directions, alternatively one-way traffic should be ensured
- Stand parties are not possible under current conditions

## Active visitor management

- Stands must have clearly defined and labelled entrances and exits with routing
- The exhibitor must document the persons they deploy at the stand on a daily basis (Messe Frankfurt fulfils this obligation for the service personnel that it provides)
- It is not currently necessary to record contact details of visitors to the stand
- We recommend that the free “Corona-Warn-App” be used

## Hygiene measures

- Compliance with the hygiene recommendations of the Robert Koch Institute ([www.rki.de](http://www.rki.de))
- Obligation to wear a medical mouth and nose protection (OP, KN95 or FFP2 mask) depending on the pandemic situation and the requirements of the authorities.
- Disinfectant dispensers must be provided at the entrances and exits to the stand
- Heavily used surfaces such as counters, tables, display cases, exhibits and displays must be cleaned and disinfected frequently between visitors as required
- Exhibits that are frequently used/touched must be cleaned and disinfected frequently and appropriately. Handing out and taking back of items is done with gloves if possible, or is to be avoided
- The ceilings of meeting rooms should be left entirely open to ensure that there is sufficient air exchange
- If a stand has an upper storey, the area beneath it should remain open and sufficient air exchange should be ensured
- The sale of items at the stand should primarily be cashless

## Stand catering

- If food and beverages are provided, please do so in closed containers wherever possible
- Protection and hygiene regulations applicable at the time of the event must be complied with
- The coronavirus regulations instituted by the State of Hesse and those called for by HACCP guidelines must be complied with. If external catering companies are commissioned, the exhibitor is responsible for monitoring compliance with the rules and regulations. Food and drink can be pre-portioned and offered in closed containers. An acrylic glass panel is required if food is not in closed containers. The wearing of medical mouth and nose protection and compliance with distancing and hygiene rules are mandatory
- Self-service is only permitted if the food is packaged
- Accente Gastronomie Service GmbH (a subsidiary of Messe Frankfurt) will be happy to provide you with an offer that accounts for the regulations applicable at the time of the event

## General information

- Observance of the travel and quarantine regulations applicable at the time of the event ([www.rki.de](http://www.rki.de), [www.bmi.bund.de](http://www.bmi.bund.de))
- Distancing and hygiene rules may result in delays during set-up and dismantling. That is why we ask that you take advantage of the entire period offered by Messe Frankfurt for set-up and dismantling
- The exhibitor must instruct all companies (exhibitors, stand constructors, service partners) participating in a stand to comply with protection and hygiene regulations. Furthermore, everyone must instruct their personnel regarding occupational health and safety. The resulting measures are to be incorporated into a safety and hygiene concept in German or English. This concept must be presented to the authorities on request. If any company is unable to present such a document, the authorities are entitled to demand that they cease work immediately. Please document the presence of your personnel on a daily basis so that you can present this documentation to the responsible authorities on request.
- Make sure to contact your stand constructor well in advance regarding the implementation of protection and hygiene regulations at your stand
- Messe Frankfurt has set up a Coronavirus Health & Safety Hotline for you on +49 69 7575 6699

**All the measures detailed above are based on current knowledge and can be adapted at any time in response to future events and requirements. If any changes are made, we will naturally inform you and will update the rules daily at [www.messefrankfurt.com/hygiene](http://www.messefrankfurt.com/hygiene)**