



CATALOGUE OF MEASURES PROTECTION AGAINST INFECTION DESIGN, CONSTRUCTION, ORGANISATION OF EXHIBITION STANDS

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Status as of 05.11.2020. **current changes are marked in colour**

With immediate effect and until further notice, the Technical Regulations of Deutsche Messe AG will be supplemented by a catalogue of measures for infection protection.

The catalogue of measures currently comprises the following elements:

- **Part 1: Design, Construction, Organisation of Exhibition Stands**
- Part 2: Catering and hospitality at exhibition stands, delivery
- Part 3: Set-Up and Dismantling of Exhibition Stands, Site Logistics

General information

This document specifies for you as an exhibitor which measures and requirements you must observe and implement on your own responsibility when designing, constructing and organising exhibition stands at the Hannover Exhibition Grounds. Third parties employed by you must be placed under a corresponding obligation by you.

Please also observe the general regulations of the Lower Saxony Ordinance on Measures against the Spread of the Coronavirus SARS-CoV-2 in its currently valid version.

Deutsche Messe reserves the right to adapt this catalogue of measures in compliance with sovereign measures (e.g. court or official orders or other sovereign regulations such as laws or ordinances) and to specify further measures and conditions or to restrict or cancel measures and conditions already specified. Checks by both the authorities and Deutsche Messe can be expected at any time. Instructions issued by the staff of the authorities and Deutsche Messe must be followed at all times.

All information, conditions and measures listed here are based on the currently valid legal requirements and the current state of knowledge. If the legal situation changes or if new knowledge is gained from operational practice, our protection and hygiene concept will be adapted. We update this catalogue of measures on an ongoing basis.

Please check whether the planning of your trade fair appearance is based on the current version of the catalogue of measures.

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Measures and conditions

In all closed rooms/halls/under canopies and in the open air, the obligation to wear mouth and nose covers applies throughout the entire event site; these must be available at the stand in sufficient numbers.

A mouth-nose cover is a barrier consisting of at least one textile or textile-like material which, due to its nature, can reduce the spread of transferable droplet particles through coughing, sneezing and pronunciation. The covering must be tight-fitting and worn in such a way that the mouth and nose are completely covered. Visors made of acrylic glass or similar materials do not meet these requirements and are therefore not permitted. We recommend the use of commercially available soft coverings manufactured as mouth-nose coverings.

The exhibitor must take at least the following structural and organisational measures:

- Exhibition stands must be designed in such a way that a minimum distance of 1.5 m between persons can be maintained.

Where, in exceptional cases, this minimum distance cannot be maintained in a comprehensible manner, suitable protective measures must be taken to avoid droplet or smear infection. Suitable measures are, for example, the installation of partitions as spit protection devices and/or the obligation to wear mouth-nose covers in these areas. **In this context, reference is made to the obligation to wear a mouth-and-nose cover in all enclosed rooms/halls of the event site.**

- All stand personnel as well as all other persons in exhibitor contact must be recorded; this applies from a contact time of at least 15 minutes, e.g. for consultation, negotiation or sales talks. **Documentation of the contact details must be handed over to the Organiser immediately after the event.**
- Entrance, presentation, lounge and visitor areas are to be dimensioned so generously that the expected number of people can comfortably stay in these areas without blocking traffic areas on the stand, provided the minimum distances are observed.
- The exhibitor must provide sufficient space for waiting persons on his stand area to prevent backlogs on hall aisles. If possible, the exhibitor shall use active appointment management as a preventive measure.

- **The number of persons on the stand area is to be limited and controlled with regard to the required distance (1.50 m) on the basis of the respective spatial capacity.**

This can be achieved by separate entrances/exits or other organisational measures (e.g. by security personnel).

- **We recommend that defined pathways and floor markings be provided so that direct contact between visitors in the walking paths on the stand can be avoided.**

If this is not structurally feasible for smaller stand areas due to lack of space, it must be ensured, at least in organisational terms, that the safety distances between visitors can be maintained (e.g. by security personnel).

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- Adequate space must be provided for exhibits in accordance with the applicable regulations on spacing.
- **Staircases and corridors inside the stand must be sufficiently wide with regard to the required spacing. For traffic in both directions, right-hand traffic is required. Narrow corridors/steps can be planned as one-way routes.**
Marking and, if necessary, organisational measures for traffic guidance are required (e.g. in the case of changing one-way directions on narrow stairways).
- Meeting and catering areas must be generously dimensioned. Please check beforehand whether planning catering areas is sensible or feasible on your stand area, taking into account the currently valid regulations on distances.
- For catering areas on the exhibition stand, please refer to part 2 of our catalogue of measures.
- Constructive protective measures (e.g. transparent panes with pass-through) must be provided at reception counters, counters, distribution stations and similar facilities.
- Traffic routes in kitchens and warehouses must be planned in such a way that sufficient protective distances can be maintained when using these areas.
- Physical contact points (doors and handles etc.) are to be avoided as far as possible by design. Physical contact points should - where unavoidable - have smooth, easy to clean surfaces.
- Exhibition stands must be professionally cleaned at least once a day; heavily frequented areas several times a day.
- Disinfectant dispensers must be provided for visitors and stand personnel and refilled regularly.
- The exhibitor must keep a sufficient number of mouth-nose covers at the stand.
- When planning and constructing exhibition stands, adequate ventilation must be ensured; especially in meeting and recreation areas and under covered stand constructions.
- The provision of brochures and information material as well as the distribution of give-aways must be checked for conformity with hygiene requirements and, in case of doubt, should be omitted.
- The exhibitor must take into account the requirements for infection protection when planning his stand and must monitor and comply with these requirements during the event.
- **Information on the necessary infection prevention measures must be presented at the stand in a clearly visible and comprehensible manner.**
- All stand personnel must be instructed by the exhibitor on the necessary infection protection measures.

Deutsche Messe AG does not issue any planning approvals with regard to infection protection.



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For more detailed information on infection prevention measures and requirements for catering and hospitality, stand delivery, set-up and dismantling and site logistics, please refer to the relevant sheets in the catalogue of measures.

Links to relevant internet pages of the text references:

(Some information is only available in German.)

<https://www.niedersachsen.de/Coronavirus/vorschriften-der-landesregierung-185856.html>

<https://www.infektionsschutz.de/mediathek/infografiken.html>