

Information sheet for exhibitors

Important notes for your exhibition during the times of Covid-19

We are happy that we are again, able to perform fairs together!

As we are both, fair organizer and area operator, we want to ensure the well-being of every participating member. Therefore, Messe Dortmund developed a hygiene and infection protection concept, which is coordinated with the authorities.

Our leading principle is the security and health of every exhibitor, visitor, service partner, and employees.

This information sheet functions as a support for you to be able to realize the requirements of the "COVID-19 protection ordinance" of the state NRW, which is valid since July 15, 2020 together with the annex "Hygiene and Infection Protection Standards".

As organizer and operator Messe Dortmund is responsible for the conscientious compliance of the protection and hygiene regulations valid at the time of the event.

Upon the exhibition booth, the responsibility is incumbent on you as an exhibitor, comparable to compliance with industrial safety laws or fire protection.

We kindly ask you, to adapt your booth construction concepts in view of the protection and hygiene rules.

Construction concept

- The exhibition booths must be designed in such a way that generally 1.5 meters safety distance between two people can be maintained.
- The exhibition booths should have sufficiently wide aisles with appropriate route guidance and floor markings, as well as spaciouly designed meeting rooms and catering areas. Unnecessary bottlenecks should be avoided.
- Open spaces around free standing exhibits should be generously dimensioned and marked with distance markings to provide orientation for visitors.
- Large exhibition booths, which can be visited by several visitors, should have different exits and entrances as well as shields.
- Points of contact and meeting points with tables and chairs should be shielded by suitable structural measures if the distance falls below the safety distance (i.e. spit protection devices, partition walls between the seating areas)
- Two-story booths should provide wide stairs or stairs with one-way traffic. The lower floor should be open so that sufficient air exchange is guaranteed.
- Enclosed rooms at the exhibition booth (i.e. meeting rooms) have to be roofless

Hygiene measures

- Keep a close eye to the suggestions of the German Robert Koch-Institut on hygiene
- Adherence to the generally applicable hygiene regulations, such as avoiding shaking hands and physical contact.
- Frequent and needs-based cleaning and disinfection of often used surfaces such as counters, tables, showcases, displays, exhibits as soon as the visitor changes.
- Provision of hand disinfectants for the own employees
- Ban on handing out sweets or other giveaways from large containers
- You have to wear a face mask, unless you are sitting while keeping the safety distance
- No use of personal with symptoms of the flu such as fever, coughing, etc.
- Prohibition of events with party character at the stands

Catering

- If possible, only hand out enclosed food and drinks
- Maintenance of the current protection and hygiene rules

General notes

- Keep in mind the current valid entry and quarantine regulations
- Distance and hygiene rules can lead to delays in assembly and disassembly. Therefore, please make full use of the set-up and dismantling times provided by Messe Dortmund
- Every participating company at the exhibition booth (exhibitor, stand builder, service partner) have to be instructed by the exhibitor regarding compliance with the protection and hygiene regulations. Furthermore, all employees are obliged to inform their deployed personnel in terms of industrial safety and to implement resulting measures.
- Contact your stand constructor at an early stage regarding the implementation of the protection and hygiene rules at your exhibition booth.

All the measures described above are based on the current state of knowledge and can be adapted at any time to meet future requirements arising from the events. Of course, we will inform you about any changes.