

# Factsheet

## Important information for you as an organiser in the time of COVID-19

The COVID-19 pandemic has impacted all of us. Not only as an organiser of trade fairs, congresses and other events but also as a venue operator, the well-being of everyone involved is extremely important to us. Messe Frankfurt has developed a concept that has been approved by the authorities in which hygiene, medical and organisational measures are defined.

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 issued on 7 May 2020 (and updated on 6 July 2020) that are applicable at the time of the event.

Messe Frankfurt and the event organiser share responsibility for implementing and observing the protection and hygiene regulations on the exhibition grounds that are applicable at the time of the event. These requirements supplement those set out in our Technical Guidelines.

We must be prepared for the possibility that the protection and hygiene regulations will change again by the time the event is held. Accordingly, we will also be providing daily updates on possible changes online at [www.messefrankfurt.com/hygiene](http://www.messefrankfurt.com/hygiene)

## Information for organisers:

Please note that the approval of your event is subject to compliance with the following requirements.

The hygiene concept drawn up by Messe Frankfurt together with the local authorities will apply. The hygiene concept must be taken into account when an event is registered with the authorities for approval.

### Distancing requirements

- § Reduction in the maximum permissible number of people in accordance with the currently applicable regulations issued by the federal state of Hesse (as of 6 July 2020: 3 m<sup>2</sup>/person for events based on the area that is accessible to visitors). A minimum distance of 1.5 m is to be maintained between people.
- § Modified hall planning that allocates sufficient space for event participants
- § Wide aisles, one-way systems for aisles (< 5.0 m wide)
- § Spacious entrance areas for orientation (signage concepts)
- § Additional waiting, communication and relaxation areas. Use of floor markings corresponding to applicable distancing rules in areas where people may have to wait
- § Clear visitor management (e.g. by using carpets of different colours or applying arrows pointing in the direction of travel, dividing aisles along the middle, or using signage) and professional crowd management (active visitor management)
- § Stand construction concepts must be adapted to satisfy distancing and hygiene regulations
- § Stand planning must allow for larger stands in which less area is occupied by structures so that as many people as possible can visit the stand simultaneously
- § If minimum distancing cannot be maintained for one-to-one interaction or in meeting areas with tables, this must be compensated for by implementing suitable structural measures (e.g. acrylic glass panes) or by the use of personal protective equipment (face masks)
- § Stand parties are not possible under current conditions

**Hygiene measures**

- § Complying with the hygiene recommendations of the Robert Koch Institute ([www.rki.de](http://www.rki.de))
- § Disinfectant dispensers and information boards must be provided throughout the entire event area and at entrances and exits
- § Ensuring that event participants are aware of infection prevention requirements and rules of behaviour by providing appropriate information and signage
- § Reducing the number of contacts, e.g. through the use of contactless access controls, electronic admission tickets and electronic payment
- § Contact surfaces and other areas that are frequently used/touched are to be cleaned and disinfected regularly (and on a needs-oriented basis)
- § Hygiene officers will be responsible for quality assurance
- § The exhibition halls will be operated with 100% fresh air from the start of set-up until the conclusion of dismantling work
- § The wearing of face masks will be obligatory if applicable regulations require this

**Modified food service concept**

- § Only sealed food and beverages should be provided if at all possible
- § Compliance with protection and hygiene regulations applicable at the time of the event

**Contact tracing**

- § Full registration of everyone present (visitors, employees, service partners) to ensure that the health authorities can reconstruct transmission chains if necessary
- § Everyone must submit a self-declaration on their own health status and their travel itinerary

**General information**

- § Observance of the travel and quarantine regulations applicable at the time of the event
- § Distancing and hygiene rules may result in delays during set-up and dismantling. Please arrange your setting up and dismantling times accordingly.
- § All companies participating in the event (event organisers, service partners) are obliged to follow the instructions of organisers with regard to protection and hygiene regulations. As well as this, all companies are obliged to inform their event personnel about occupational health and safety requirements. 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 authorised to have the work stopped immediately. All relevant persons will be asked to leave the exhibition grounds. Please document the daily attendance of your staff so that you can submit the records to the relevant authorities if requested to do so.

**All the measures detailed above are based on current knowledge and can be adapted at any time in response to future events and requirements. Needless to say, we will inform you directly about any changes as well as providing daily updates online at [www.messefrankfurt.com/hygiene](http://www.messefrankfurt.com/hygiene)**