



26-28 November, 2020
Bombay Exhibition Centre, Mumbai

Koelnmesse India

Safety Guidelines

Ensuring attendees' safety and well-being

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* This is a provisional document and bound to change as per ongoing circumstances.

Events are organized as per SOP for conducting Exhibitions designed by IEIA during the COVID-19 scenerio





Ensuring attendees' safety and well-being



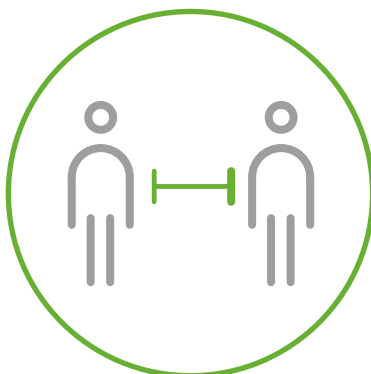
Safety

We care for your safety



Hygiene

We care for your hygiene



Social Distancing

We need your cooperation



Ensuring attendees' safety and well-being

Safety



We care for your safety



All attendees must wear mask at all times



Compulsory temperature screening points before registrations & at all entrance doors



Entry will not be permitted to anyone with temperature above 37.5 degrees celsius



We will depute a dedicated healthcare team at the fairground to coordinate with the Hospitals



All attendees are required to declare travel history and health information



Tracking via full registration of all participants

- It is mandatory for all trade fair participants to register in advance via online visitor registration or their exhibitor pass to receive their access authorization.
- This is to ensure that Koelnmesse can quickly identify contact persons in the case of a Corona infection.



Ensuring attendees' safety and well-being



We will be conducting sanitization of all functional areas of the venue before the start of the setup dates of the exhibition.

- Sanitization of all functional areas including stalls, meeting rooms, restrooms, etc. before the official launch of the show and before start and end of each exhibition day continuing till complete dismantle of the exhibition will be done.
- Regular cleaning of all frequently touched surfaces during exhibition days and cleaning of exhibition halls at the end of each event day will be done.



Disinfectant sprays will be used in every halls continuously and increase the A/C cleaning frequency.



Disinfecting restrooms in every 10 minutes



Care during Exhibition Set-Up / Break Down

- Exhibitors will be encouraged to use pre-fabricated stand build-up to ensure minimum time spent by the stand fabricators, fitters etc.
- All workers, transporters and service professionals will be encouraged to maintain social distancing and observe proper hygiene protocols.
- Mandatory to use of hand sanitizer at the time of entry, exit and break timings.
- Exhibitors are advised that after removal of display exhibits, clean the stall along with furniture, fixtures etc., before dismantling the booth.
- Dismantle and deliver all material back to the warehouse using a clean vehicle without any transit stops.



Events at the Stands

- Unfortunately, we have to resign on events with party character at the stands in Corona times.



Ensuring attendees' safety and well-being

Hygiene



We care for your hygiene



Disinfectant Dispenser Spray installation in front of restrooms and the meeting rooms



Safety at Conference Rooms

- Conferences are an essential part of many of our trade fairs. For the protection of all participants, we will adjust the seating and the number of seats.
- We will not offer standing room and specify separate entrances and exits where necessary.
- Speaker/ panellist chairs to be placed ensuring safe distancing. Ensure social distancing for attendees and sanitization after regular intervals.



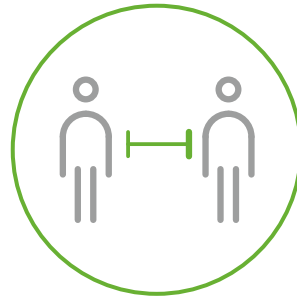
Food catering will be served in maintaining the highest hygiene practices

- We will be cleaning all tables, counters, serving desks etc, before the opening of Food Courts and in between all shifts and at closing hours.
- We are encouraging the use of digital payment.
- Adequate number of security personnel will be deployed to check the maintenance of social distancing.
- Serving personnel will be wearing masks and gloves. Hand sanitizers will be placed at the entry point.
- Break timings will be staggered in shifts with a gap of a minimum of 15 minutes to ensure cleaning and avoiding cross movement.
- Use of disposables for eatables and drinking water will be encouraged. Visitors will be requested to bring their water bottles.
- Provision of tissue papers near water dispensers, Tea / Coffee makers etc. to avoid direct contact with the hand.



Ensuring attendees' safety and well-being

Social Distancing



We need your cooperation

- **Safety during Exhibitor / Visitor Movement**
 - Crowd movement will be effectively managed to avoid overcrowding.
 - Visitor management personnel will be deployed, and close monitoring of visitor movement in all functional areas will be done. We will ensure social distancing and control overcrowding at any point. Important announcement to manage the crowd movement will be made.
 - Entry in the hall will be restricted if there is rush inside the halls and recommence entry after the easing of the rush.
 - Staggered exit of exhibitors and visitors will be planned at the closing time of the show on each day.
 - We appeal exhibitors the use of e-brochures to minimize contact and paper wastage.
- **Safe distancing stickers as reminders**
- **Safe distancing seats arrangement in all meeting rooms**
- **Target to achieve higher rate of pre-registrations to avoid onsite queuing**
- **Specific entry / exit points at both sides of the buildings**
- **Specific entry / exit doors for exhibition**
- **Frequent announcements to remind all to co-operate and maintain**
- **“Social Distancing” in public areas, exhibition halls, restaurants and shops**
- **Encourage cashless transactions**



See you soon...



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