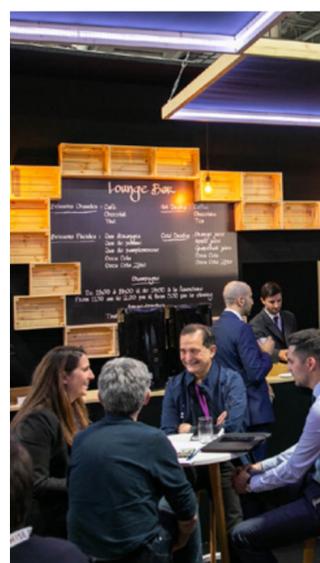
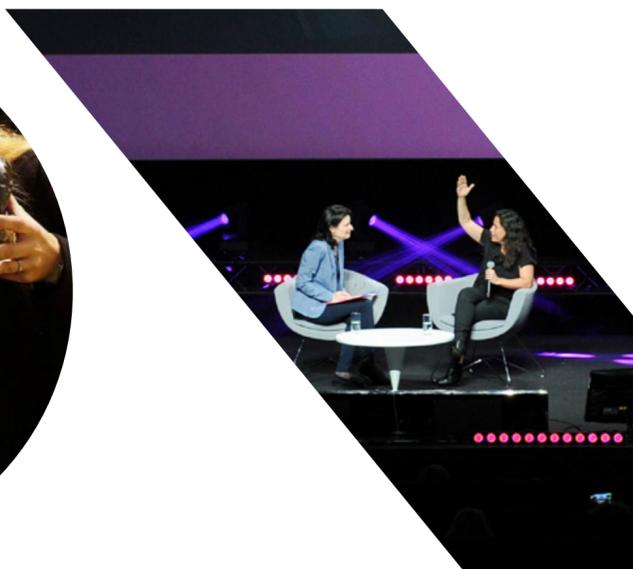


Exhibitor health guide

Working together to fight the epidemic!

March 2022



COVID-19 measures

Update March 2022



Thanks to our sanitary protocol framework, all our shows have been certified either “COVID Compliant” by SAFE ASSET GROUP or have obtained a “Safe & Clean” label from Apave Certification. These certifications, by independent bodies, attest to the appropriate implementation of formalized health measures.

This guide aims to help you prepare and organise your participation in the trade show.

This guide contains:

- Information on the measures implemented by RX France
- Our recommendations for exhibiting safely

These health measures are currently valid. They are liable to change depending on the evolution of the Covid-19 pandemic and the rules imposed by French authorities. Please go to our show websites to monitor the progress of these measures.

COVID-19 measures

Update March 2022

Responding effectively to the risks of Covid-19 is a shared responsibility and RX France ask all participants to play their part in ensuring that the show remains as safe as reasonably practicable.

In that respect, RX France will communicate to all attendees that a person should not attend the show if the individual is showing signs as set out below.

In general, do not attend the show if the person:

1. Is showing COVID-19 symptoms such as but not limited to: fever or a feeling of fever (chills, hot-cold), cough, shortness of breath or difficulty breathing, unusual fatigue, sore throat or headache, loss or change in smell or taste.
- 2- Has tested positive for COVID-19 in the last 7 days.

Travel has now resumed between foreign countries and France according to modalities that vary depending on the foreign countries' health situation and travelers' vaccination. For more information :

<https://www.interieur.gouv.fr/Actualites/L-actu-du-Ministere/Certificate-of-international-travel>

Our teams are available to offer assistance and answer any questions you may have.

We're looking forward to seeing you very soon!

Measures taken by the organisers

RX France will implement measures
to ensure the health and safety
of exhibitors and visitors



Measures taken by the organisers

**We are
operating
a series
of measures
presented
under
5 headings:**

- 1.** Physical distancing
- 2.** Personal protection
- 3.** Cleaning and disinfection
- 4.** Communication and training
- 5.** Health measures management and control

Measures taken by the organisers

1. Physical distancing

Measures	Build-up / Breakdown	Opening
Display of health rules, particularly in terms of physical distancing	✓	✓
Physical barriers or floor markings for queues	✓	✓
Reconfiguration of common areas: adjusted maximum numbers, adapted furniture, redesigned spaces (reception, VIP club/press, conference rooms, food service areas, rest areas, etc.)		✓
Crowd management (flow directions, physical distancing, etc.)		✓
Specific protective measures for areas where visitors and exhibitors come into contact (glass or plexiglass walls, etc.)	✓	✓

Measures taken by the organisers

2. Personal protection

Measures	Build-up / Breakdown	Opening
Face masks recommended for anyone entering or moving around the trade show	✓	✓
Distribution of hand sanitiser at entrances, in food service areas, toilet facilities and various trade show event areas	✓	✓
Opening of as many toilet facilities as possible with regular maintenance and cleaning	✓	✓
Dedicated signage reminding people of protective measures	✓	✓
Medical station to handle potential COVID-19 cases	✓	✓

3.

Cleaning and disinfection

Measures	Build-up / Breakdown	Opening
Increased daily disinfection of: <ul style="list-style-type: none">• high-contact areas• toilet facilities• areas managed by the organiser• building infrastructure	✓	✓
Staff making rounds throughout the day to disinfect high-contact areas	✓	✓
Special trash bins for used face masks, disinfectant wipes, etc.	✓	✓

Measures taken by the organisers

4. Communication and training

Measures

Regular communication with exhibitors and visitors prior to the trade show (via newsletter, exhibitor space on the website, technical guide, website, etc.)	✓
Regular on-site communication with exhibitors and visitors through dedicated signage and audio announcements if possible	✓
Training for RX France staff about procedures and actions	✓
Training trade show partners and service providers on procedures to follow and how best to keep trade show participants informed	✓
Checking the health protocols of our service providers (general facilities, cleaning, hostesses and hosts, security and food service staff, etc.)	✓

5. Management and control of health measures

Measures

Appointment of a health officer responsible for producing a health protocol and supervising its implementation	✓
Presence of a dedicated medical team to COVID-19 officer to handle potential COVID-19 cases	✓
Regular health officer rounds to ensure that guidelines are being followed, point out any problems, and answer any questions	✓
Close communication with government services and health authorities so that measures can be updated if necessary	✓

Our recommendations for exhibiting safely

The site manager and organiser will implement preventive measures across the event site (infrastructure, ventilation, general facility, toilet facilities, etc.)

Exhibitors are responsible for the measures implemented on their stand.

This memo covers the main points to take into account.



Our recommendations for exhibiting safely

Stand design

Please design your stand in line with the following recommendations:

- **Simplify design** in order to:
 - Limit the number of people working at the same time / Reduce the number of people required to build the stand
 - Facilitate stand cleaning
 - Encourage open spaces, and avoid closed offices
 - Position the furniture far enough apart to respect the safety distances.
- **Install a protective screen** on reception counters
- **Apply floor markings** to help people keep their distance
- **Consider a one-way system** to reduce contact at your stand
- **Position your reception desk back from the aisle** so that visitors don't stop in the aisle
- **Use screens** to communicate about your products and services
- Promote products **without touching them whenever possible**

Our recommendations for exhibiting safely

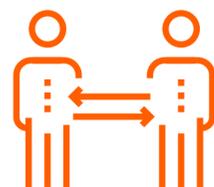
Preparing for the event

Prepare for the trade show stress free by following these recommendations:

- **Plan your orders ahead** of time to avoid having to make changes or place orders on site
- **Respect maximum capacity on the stand :**
1 person / m²
- **Organise appointments with clients and prospects** in order to better manage traffic through the stand
- **Supply masks, wipes, tissues, hand sanitiser,** etc. on the stand
- **Provide trash bins fitted with a hands-free lid,** especially for collecting used masks, paper tissues, disinfectant wipes, etc.
- **Do not provide goodies and leaflets for visitors to pick up themselves.** If you do decide to distribute such materials, have them distributed by a host/ hostess
- **Communicate with your employees:**
 - About the protective measures to be followed and the health rules in force at the trade show
 - Anyone with symptoms (fever, cough, loss of smell or taste, etc.) should stay at home and contact their doctor

Our recommendations for exhibiting safely

Instructions for build-up / breakdown



Please follow the instructions below

- **Face mask recommended**
- **Pre-register anyone working on build-up and/ or breakdown of the show. Only people who have registered will be permitted to access the site**
- **Limit the number of people working at the same time**
- **If possible, keep the same teams and limit changeover or adopt shifts outside typical working hours, depending on staff numbers**
- **Limit equipment sharing** (lifting and handling equipment, tools, gloves and hard hats, etc.) and provide cleaning supplies between each use
- **Maintain physical distancing**
- **Encourage work side by side rather than face to face**
- **In holding areas, stay in your vehicle, and follow protective measures and health instructions during deliveries**
- **Require teams to regularly disinfect their hands**

Receiving visitors at stands



Some recommendations for keeping visitors safe at your stand

- **Face mask recommended**
 - **Limit the number of people at the stand and regulate traffic.** Enforce physical distancing by ensuring that people stay at least 1 metre apart
 - **Use electronic documents** rather than paper documents
 - **Avoid distributing goodies and leaflets.**
If you do decide to distribute such materials, have them distributed by a host/hostess
 - **Avoid exchanging business cards and use a badge reader** or other solution offered at the trade show
 - **Regularly disinfect high-contact areas** (reception desks, computers, test products, etc.), especially every time they have been touched by visitors
 - **Implement clear signage*** displaying protective measures, and in particular the following points:
 - No handshakes
 - Face mask recommended
 - Use hand sanitiser as you enter and leave the stand
- *try to use pictograms to avoid language problems
- **Provide staff and clients with hand sanitiser**

Our recommendations for exhibiting safely

Restauration, Catering, Tasting on booth



Here are some health & safety precautions to be implemented for your catering events

- Consuming F&B during catering events while standing is permitted, both inside and outside. Individual portions only
- No restrictions imposed related to the maximum number of guests allowed per table
- Check and control the sanitary protocol of food and kitchen service providers
- Regularly disinfect points of contact
- Remind people of the rules and barrier measures
- Hydroalcoholic gel to be provided on tables and at the entrance and exit
- Brief the staff on the sanitary measures to be respected



**We look forward
to seeing you
at our trade
shows**

Working together to
fight the epidemic!