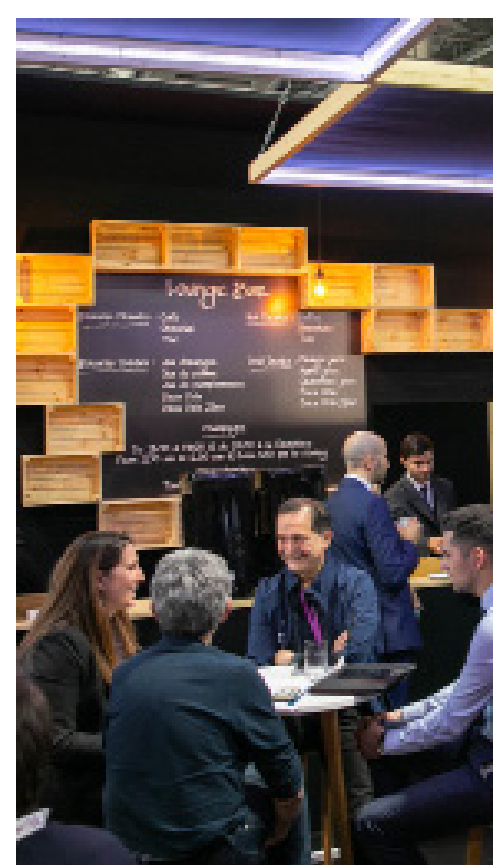
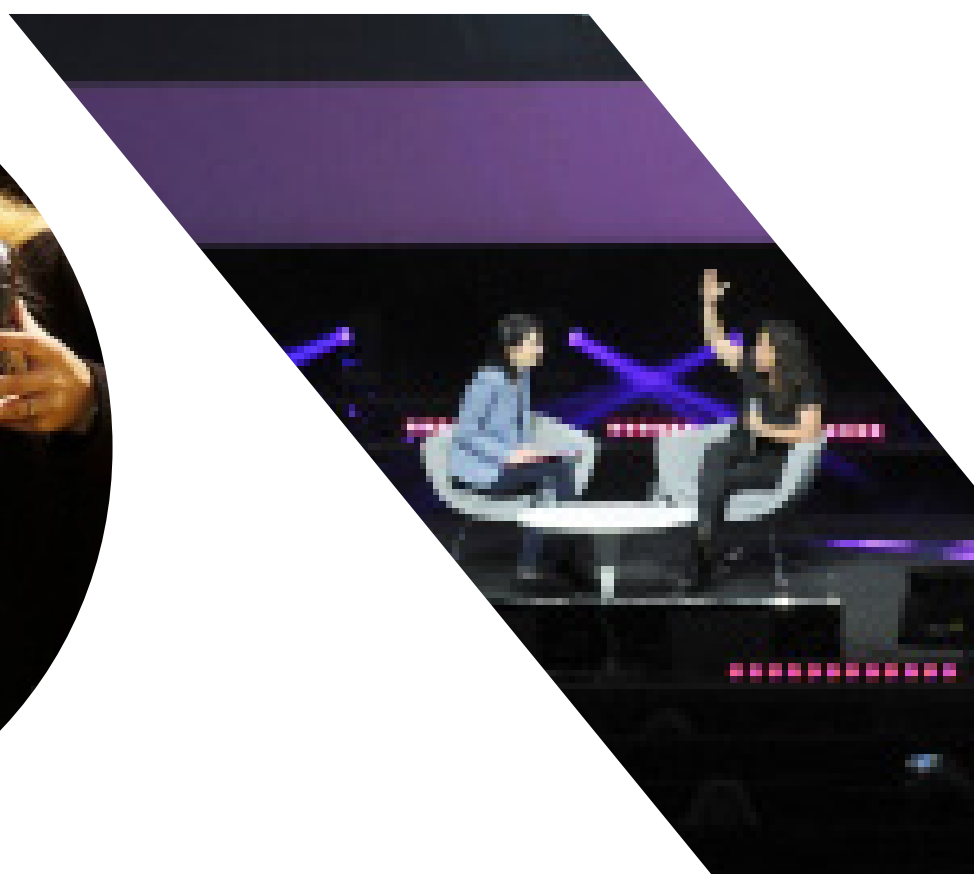
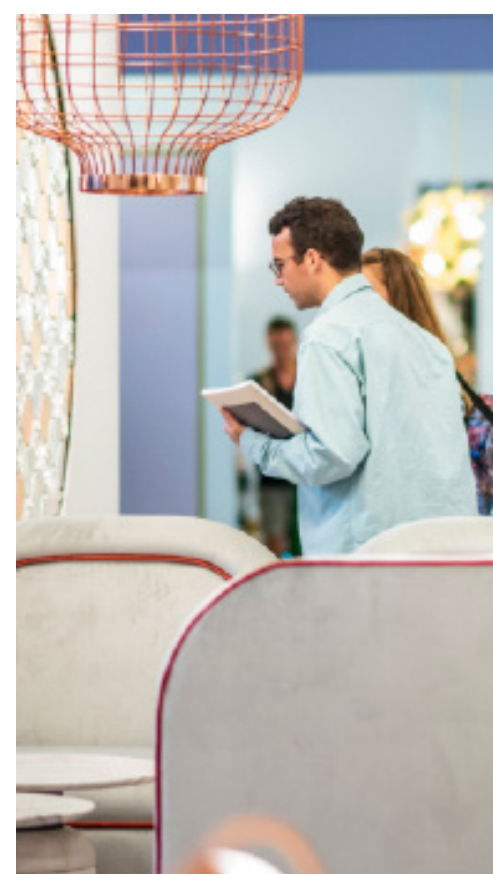


# Exhibitor health guide

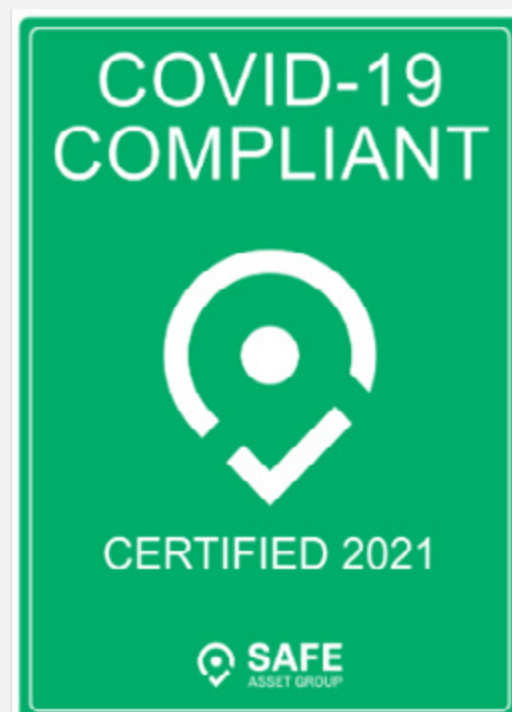
Working together to fight the epidemic!

September 2021



# COVID-19 measures

Update September 2021



At RX France the safety of our clients, partners and staff being our priority, all measures have been defined in accordance with the Sanitary Protocol of the event industry, the standards of RX (Reed Exhibitions) and the recommendations of the WHO.

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 Italian authorities. Please go to our show websites to monitor the progress of these measures.

# COVID-19 measures

Update September 2021

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.
- 3- Has been in close contact with a high risk or infected person during the past 14 days.

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 6 headings:

1. Sanitary pass
2. Physical distancing
3. Personal protection
4. Cleaning and disinfection
5. Communication and training
6. Health measures management and control

# 1. Sanitary pass

Per application of current Italian sanitary regulations, access to our events for all participants\* will be subject to the presentation of a valid sanitary pass\*\* attesting to one of the three types of proof below:

1. **A vaccination certificate attesting** to a complete vaccination program using a vaccine against covid-19 authorised by the European Commission (even of the first dose only after 14 days from the same)
2. **Proof of a negative test of less than 48 hours**  
(RT-PCR, antigen or self-test carried out under the supervision of authorized health professionals).
3. **The result of a positive RT-PCR or antigen test attesting to recovery from Covid-19,**  
Within the previous 6 months.

\*Applicable to visitors, as well as to exhibitors, service providers and all persons participating on days when the show is open to the public.

\*\*The Italian sanitary pass is identical to the «EU Digital COVID Certificate». For more information please go to : [https://ec.europa.eu/info/live-work-travel-eu/coronavirus-response/safe-covid-19-vaccines-europeans/eu-digital-covid-certificate\\_en](https://ec.europa.eu/info/live-work-travel-eu/coronavirus-response/safe-covid-19-vaccines-europeans/eu-digital-covid-certificate_en)

- 
- The respect of physical distancing and the wearing of a sanitary mask remains mandatory.

Measures taken by the organisers

## 2. 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

### 3.

# Personal protection

Measures	Build-up / Breakdown	Opening
Mandatory face masks 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	✓	✓



## 4. Cleaning and disinfection

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

Measures taken by the organisers

## 5. 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 <b>dedicated signage</b> 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.)	✓

Measures taken by the organisers

## 6. Management and control of health measures

### Measures

<b>Appointment of a health officer responsible</b> for producing a health protocol and supervising its implementation	✓
<b>Presence of a dedicated medical team to COVID-19 officer</b> to handle potential COVID-19 cases	✓
<b>Regular health officer rounds</b> to ensure that guidelines are being followed, point out any problems, and answer any questions	✓
<b>Close communication with government services and health authorities</b> 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**

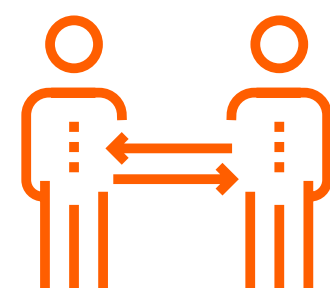
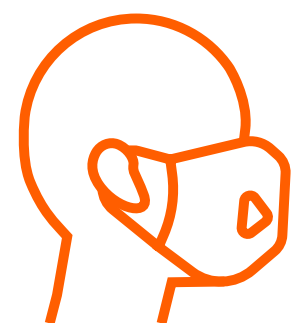
# Preparing for the event

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

- **Obligatory: appoint a stand health officer.**  
He/she will need to be present for the opening of the trade show.  
His/her duties:
  - Responsible for implementation of the health protocol on the stand
  - Organiser's and Health and Safety Coordinator's main contact for health issues
  - In the event of a problem, he/she will be the contact for the healthcare authorities
- **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 / m<sup>2</sup>
- **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

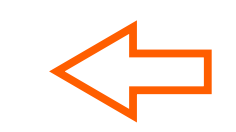
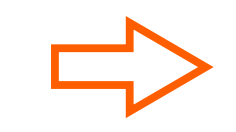
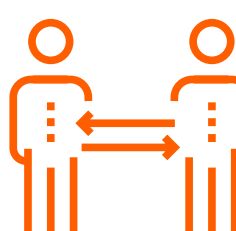
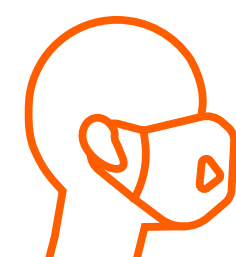
# Instructions for build-up / breakdown



Please follow the instructions below

- Present your sanitary pass
- Face surgical masks must be worn
- 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 surgical masks must be worn**
  - **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 masks must be worn
    - 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
- When guests are dining, a mask is to be worn until the first course is served
- 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!