

## **Covid-19 health and safety protocols in accordance with B7 of the Special Terms for Participation (B) Stand design and use (Last revised: 17.03.2021)**

### **A. Basic provisions**

1. In order to ensure that EXPO REAL 2021 is safe and success for all participants, Messe München GmbH has implemented Covid-19 health and safety protocols, including provisions pertaining to stand design and use. These are mandatory for all exhibitors.
2. Even where no express provisions have been specified, the principles of
  - distancing
  - health and safety
  - visitor trackingapply.
3. Exhibitors must ensure that a distance of at least 1.50 m is maintained between persons at exhibitions stands and in the hall aisles. Where this is not possible, exhibitors must take measures (such as erecting protective screens) that provide equally effective protection against infection.
4. Throughout EXPO REAL and at all times during set-up and dismantling activities, all persons working for the exhibitor must wear FFP2 masks. Masks may be removed for short periods for eating and drinking.
5. Exhibitors must ensure that stand personnel disinfect their hands regularly, at least every 60 minutes, during the opening hours of EXPO REAL. Exhibitors must ensure that stand personnel observe the Covid-19 health and safety etiquette when coughing and sneezing (e.g. coughing and sneezing into the crook of the arm).
6. A sufficient number of disinfectant dispensers must be provided for stand personnel and visitors and refilled regularly.
7. During the opening hours of EXPO REAL, exhibitors must ensure that all items on the stand that are touched by people are disinfected regularly, at least every 60 minutes. This includes, in particular, table tops, counter areas and sneeze guards.

8. Throughout the exhibition and during the set-up and dismantling, all employees, service providers, stand constructors and all other persons working for the exhibitor who enter or drive onto the Munich trade fair center grounds must register via Messe München GmbH's Ticket Shop. The names, addresses, telephone numbers and/or email addresses of the registered persons and the times they are present at the Munich trade fair center are recorded. It is not permitted to enter or drive onto the trade fair center grounds without prior registration.

The data collected via the Ticket Shop will be used exclusively within the framework of the specifications of this health and safety protocol and, if contact tracing is required, the data will be transmitted to the responsible health authorities upon request.

These data will be kept for one month after which they will be deleted.

9. Exhibitors shall prepare health and safety plans for the construction and dismantling periods and for the duration of EXPO REAL. Exhibitors shall ensure that a printed copy of the plan is available at the stand during construction and dismantling, as well as throughout EXPO REAL. The health and safety plan must contain the name of a designated health and safety officer; exhibitors must ensure that the person responsible for health and safety is present at the stand at all times during the opening hours of EXPO REAL. Further information can be found under the SARS-CoV-2 Occupational Health and Safety Regulation of the Federal Ministry of Labour and Social Affairs.
10. The Federal Ministry of Labour and Social Affairs' SARS-CoV-2 Occupational Health and Safety Regulation is binding.
11. Exhibitors must ensure that their stand personnel comply with the infection control measures to which they are obliged or have committed themselves, e.g. by means of their own health and safety plan, and train them accordingly.

## B. Stand design

1. When designing the stand, care must be taken to ensure that a distance of 1.50 m can be maintained between visitors in all areas of the stand and in the hall aisles. Where this is not possible, the stand must be planned in such a way that persons at the stand and in the hall aisles are protected from infection in an equally effective manner.
2. The stand must be designed (e.g. by avoiding overhead coverings) in such a way that the circulation system of the exhibition hall can also provide sufficient air movement at the stand.
3. Exhibits must be placed in such a way that a distance of 1.50 m between visitors can always be maintained.
4. Meeting tables and counters must be equipped with suitable sneeze guards. This also applies to tables at which food and/or beverages are served and to serving points for food and/or beverages.
5. Meeting tables, high tables and counters must be set up at a distance of 1.50 m from each other so that a distance of 1.50 m can be maintained between persons at the tables and other visitors. Such furniture must be set up in such a way that all persons at the tables and counters can find space on the stand area and are at least 1.50 m away from the hall aisles. This also applies to tables at which food and/or drinks are served and to serving points for food and or drinks.
6. Meeting rooms must not have closed ceilings and must be large enough to allow air to circulate, unless the exhibitor installs suitable ventilation systems. Meeting room ventilation systems must include air exchangers to draw fresh air from the outside and expel indoor air from the meeting room to the outside. A CO<sub>2</sub> measuring device must be installed in each meeting room; if CO<sub>2</sub> levels exceed 1,000 ppm, the meeting room must be vacated until the levels fall below this limit.
7. Visitors must be guided within stand areas via one-way routing. A sufficient number of floor markings indicating the direction of travel must be provided. The aisles must be at least 1.20 m wide.

Aisles may also be used for two-way traffic insofar as they are split into separate lanes for visitors travelling in different directions. Stand personnel must ensure that visitor stick to the designated lanes.

In exceptional cases, visitors may also be guided in two-way traffic; in these cases, the aisles must be at least 3.00 m wide.

8. When guiding visitors, care must be taken to ensure that there is no congestion. Where visitor flow bottlenecks are likely, floor markings with appropriate distance indicators are to be installed.
9. The regulations on visitor circulation apply to both single-story and multi-story stands. The same applies to stairs as to aisles.
10. The stand must be planned in such a way that visitors can be registered at the entrances to the stand. Visitors may only be registered at the stand area.
11. Catering areas must be clearly recognizable to visitors.

### **C. Visitor registration**

1. Messe München GmbH may require exhibitors to register stand visitors for the purpose of contact tracing in the event of a Covid-19 infection. Messe München GmbH must notify the exhibitor 4 weeks in advance of the first day of the trade fair of any such requirement. Messe München GmbH reserves the right to inform exhibitors at a later date if legal regulations or official orders require visitor tracking.
2. Insofar as Messe München GmbH requires exhibitors to register stand visitors, the exhibitor must record the name, address, telephone number and/or email address of all visitors entering or leaving the stand at the entrances to the exhibitor's stand and the times when visitors were present at the stand.
3. Visitors can be tracked via Messe München GmbH's lead tracking system, via another suitable digital recording system that complies with legal and/or official requirements, or manually, e.g. via lists.
4. If an exhibitor does not track their visitors via Messe München GmbH's lead tracking system but via their own system (digital or manual), the exhibitor must store the documentation so that it cannot be accessed by third parties and the data are protected against unauthorized or unlawful processing and against accidental loss or damage. For this purpose, these data must be kept for one month. Visitor data may be collected, stored and processed solely for the purpose of contact tracing in the event of a Covid-19 infection. After expiry of the retention period of one month, the data must be deleted/destroyed. The exhibitor is obliged to forward the visitor data collected to Messe München GmbH if a corresponding request for information is received from the relevant health authorities. Messe München GmbH will then forward the data to the relevant health

authorities. When collecting the data, the exhibitor must inform the data subjects in a suitable manner about the data processing in accordance with the requirements for information under data protection law pursuant to Article 13 of Regulation (EU) 2016/679.

## **D. Food / Catering**

1. The legal regulations valid in Bavaria apply in the catering area of the stand.
2. Areas where food and/or beverages are stored shall be provided with droplet contamination guards.
3. Food and beverages may only be served by trained service personnel. The applicable legal and official health and safety protocols must be observed.
4. Self-service food and beverage buffets are prohibited.
5. Alcoholic beverages may only be served in moderation.