

Your recipe for a successful event:

Exhibitor information

Prepare for Fi Europe
co-located with Hi Europe
in the Covid-19 context

Quick snapshot

Stand for success

Updates on new and
improved stand design, build
& breakdown guidelines

Safety first

Enhanced hygiene and safety
measures to be followed

Socialise safely

Optimising your stand space
for your visitors



*Use this handbook
to ensure a successful
event for your team
and attendees!*



Everyone has felt the impact of the COVID-19 pandemic.

As organisers of Food ingredients Europe co-located with Health ingredients Europe 2020 and Messe Frankfurt venue operators, the safety and wellbeing of everyone involved is our top priority. Informa Markets are well placed to integrate the globally developed [AllSecure](#) program of increased safety measures to maximise health and safety with minimal disruption to the events. We introduce the following rules for the upcoming Food ingredients Europe co-located with Health ingredients Europe 2020.

We recommend that exhibitors view these principles as the current guidelines and recognise that the additional health & safety standards may be adjusted to provide you with the optimal experience. As you're already aware, as an exhibitor you are responsible for the implementation and observance at your stand, and for compliance with all health & safety and fire protection regulations. In addition, general and specific Technical Guidelines for the event will continue to apply.

- ✓ Plan stand layout to factor physical distancing requirements
- ✓ Organise the customer flow to manage the overall experience
- ✓ Working together to ensure health and safety

We are consistently monitoring the situation and will follow local government and authority's guidance in consultation with Messe Frankfurt.

We believe it's in everyone's best interests to stay updated with the guidelines!



Informa
AllSecure



Stand layout (Shell scheme and Space only stands)

- ✓ In Germany, the physical distance to be kept at all times is 1.5 meters (4.9 feet)
- ✓ Keep your design simple, to maximise available open space and stand elements
- ✓ Stand layouts must satisfy hygiene, physical distancing and protection requirements
- ✓ A maximum of 40% of your area may be covered by stand elements e.g. structure, furniture, products etc.
- ✓ Organise your stand with clearly displayed entry and exit points on and off stand, when possible
- ✓ Minimise physical touch points, physical products and shared equipment. Suitable structural measures (e.g. Acrylic glass panels) or personal protective equipment (PPE; face masks, gloves) must be employed during personal contact or in meeting areas with tables and chairs if minimum distancing cannot be maintained
- ✓ Plans must allow for sufficiently generous open spaces around free-standing exhibits, clear markings must be applied to help visitors maintain proper distancing
- ✓ Exhibits, display cases, counters, displays, screens, etc. should be located at least 1.5m from the edge of the stand so visitors can leave the aisle to view them
- ✓ Stand materials should be prefabricated to reduce onsite capacity and activities
- ✓ Consider all participants, including those with disabilities

Custom design (Space only)

- ✓ Appoint your contractor as soon as possible, well before production begins
- ✓ Submit stand design on time to Abraxys Global, **deadline is 9 October 2020**
- ✓ Maximum stand height is 5m* – single level (*depending on the location of your stand, please note some areas within the halls or hall 4.1 have a lower maximum building height. Check the online exhibitor manual or technical floorplans for further information)
- ✓ Double deckers (only allowed for stands >100sqm) are only permitted up to 5m, when area beneath maintains adequate ventilation
- ✓ Stairways must allow two directional travel, or controlled one-way traffic
- ✓ Try to avoid any enclosed spaces intended for individuals (e.g. meeting rooms) in your stand, as much as possible. (If absolutely required, ensure no ceilings so that there is sufficient air exchange)
- ✓ Ensure contractors are aware of the physical distancing requirements, hand hygiene and face covering guidelines.



Stand capacity

- ✓ The maximum number of individuals allowed in your stand (this includes you as an exhibitor as well as visitors), at any point in time must follow local physical distancing requirements
- ✓ Balance the on-stand customer and exhibiting staff total capacity, at given point during show days
- ✓ Display the maximum capacity number visibly on your stand

ON STAND TOTAL CAPACITY GUIDANCE*

	9m ²	18m ²	27m ²	36m ²	45m ²	54m ²	72m ²	90m ²	108m ²	120m ²	150m ²	180m ²	225m ² **
1.5 m	2	4	5	7	9	11	14	18	22	24	30	36	45

* Calculated at 40% stand elements coverage – increased open area may be achieved with reduced stand elements

** Stands over 225m², double deckers and for alternative capacity guidance: seek Informa Technical / H&S consultancy support for further information ficustomerservice@informa.com

Risk management

- ✓ You will need to carry out a risk assessment, as usual and should be available onsite for the exhibiting team reference
- ✓ New hazards and proposed health and safety controls should be recorded in the associated stand risk assessment(s) to protect staff and customers
- ✓ Risk assessments i.e. build and breakdown & on-stand activities: must be included within the stand design submission process
- ✓ One person must be responsible for health and safety, they must always be physically onsite and contactable
- ✓ The personnel deployed at the stand must be documented on a daily basis
- ✓ The resulting measures are to be incorporated into a safety and hygiene document in **German or English**. This document must be available at the event and presented on request. If any company is unable to present such a document, we are entitled to demand that they stop work immediately. All relevant persons will be asked to leave the exhibition grounds.
- ✓ Brief exhibiting staff, stand construction personnel and service partners on physical distancing, hand hygiene and respiratory etiquette associated with the German rules





Plan your trip

- ✓ Observe travel and quarantine regulations at the time of event – at source and in Germany
- ✓ Check any vulnerability group restrictions prior to nominating exhibiting staff
- ✓ Collect travel itinerary e.g. flight, hotel, departure and return dates for all exhibiting staff
- ✓ Monitor public transport availability in Frankfurt, Germany
- ✓ Do not travel to the event if you are feeling unwell, if you are coughing, have symptoms of a cold, or a fever, or if you have been in direct contact with someone who had a COVID-19 infection (laboratory-confirmed) in the past 14 days.

On arrival

- ✓ Pre-register prior to arrival and keep your badge with you (for both build-up, break down and show open days)
- ✓ Ensure full registration of the onsite team - support contact tracing
- ✓ Ensure teams and contractors display identification at all times
- ✓ Use all available entrances and exits to minimise crowd congestion
- ✓ Routine security measures will operate in collaboration with new health measures

Personal protective equipment

PPE is the lowest level of control - 'last resort' - and stronger measures should be followed initially e.g. removal of product, substitution for physical product, change in design and/or material, physical distancing, cleaning regimes

- ✓ Ensure adequate PPE available for exhibiting staff, including build and breakdown if applicable
- ✓ Ensure all exhibiting staff know how to wear, remove and dispose of PPE safely
- ✓ Ensure all contracted workers including sub-contractors have required PPE
- ✓ Face coverings should be worn if unable to maintain physical distancing or by requirement of the local authorities
- ✓ Have gloves available for any product handling





Build and breakdown

- ✓ Health and safety considerations must be factored into the construction and dismantlement phases, not only the show days
- ✓ Physical distancing requirements shall NOT supersede safe working practices
- ✓ Stand equipment, products and materials should be disinfected at the warehouse before being loaded and shipped
- ✓ Onsite physical distancing and hygiene measures may delay planned routine build and breakdown times
- ✓ Schedule time slots for your suppliers, e.g. AV, graphics, flower arrangement, stand cleaner, to factor physical distancing: one supplier at a time
- ✓ All tasks must be confined to contracted stand space, once the flooring has been laid
- ✓ Construction must be completed within permitted hours
- ✓ No overnight working will be available due to hall deep cleaning programmes
- ✓ Total number of individuals e.g. contractors, sub-contractors, exhibitors, suppliers etc. at any given point, must not exceed open area total

OPEN AREA CAPACITY GUIDANCE

	9m ²	18m ²	27m ²	36m ²	45m ²	54m ²	72m ²	90m ²	108m ²	120m ²	150m ²	180m ²	225m ²
1.5m	2	5	7	9	11	14	18	23	27	30	38	45	56

Hygiene

- ✓ Follow and encourage health and safety advice of the Robert Koch Institute (www.rki.de)
- ✓ Advise staff to wash hands in line with the World Health Organisation guidance, at every opportunity
- ✓ Maintain and record evidence of a regular cleaning regime throughout show days
- ✓ Provide alcohol-based hand sanitiser at all stands. Disinfectant dispensers must be provided at entrances and exits to stands
- ✓ Ensure all equipment, products and material surfaces are correctly cleaned between visitors and at the end of each day
- ✓ Consider the type of furniture surfaces – hard surfaces are easier to clean
- ✓ Exhibits should be presented behind glass (in display cases or similar). These surfaces must be disinfected regularly



On stand activity

- ✓ Consider wired internet connections to facilitate more technology usage
- ✓ Capture leads by contactless methods
- ✓ Provide electronic brochures and product information
- ✓ Essential demonstrations or activities must maintain physical distancing among audience
- ✓ Demonstrations at the edges of the stand should be avoided to prevent large gatherings of people in the aisles or queuing
- ✓ Schedule appointments in advance to minimise crowds
- ✓ Visible sanitisation for shared equipment and materials
- ✓ Stand parties are not permitted under any circumstances
- ✓ Avoid general seating areas to minimise the likelihood of congregating
- ✓ Remove customer samples and promotional items, unless adequate hygiene controls in place (pre-packaged in sanitized containers)
- ✓ Use the official caterer - the preparation of open food and beverages ('live cooking') is not allowed. Only usage of closed containers/ pre-packaged F&B is allowed and remove shared confectionary

Onsite

- ✓ Areas of potential high density and gangways may apply one-way systems to minimise the likelihood of congestion - ensure teams comply
- ✓ Ensure teams read and follow onsite health and safety signage
- ✓ Information hubs will remain onsite and be protected by the appropriate screens / barriers



Meetings

- ✓ Consider the use of screens / barriers if you intend to sit and talk with your customers
- ✓ Where necessary, provide adequate physical distancing between seating
- ✓ Official supplier will provide possible solutions, when necessary



Medical

Any high temperature readings: > 38°C / 100.4°F, will activate the onsite medical team to follow the local health authority's guidance

Emergency

In the event of the general alarm being raised and action being required due to a fire, security, natural disaster incident, as examples; these take priority over COVID-19 controls, and you must follow the organiser / venue guidance.

Communication

Informa Markets is working with Messe Frankfurt and authorities, and arrangements are in place to provide assurance to you that:

- ✓ Regular and full sharing of information is available as well as
- ✓ information on accessing public health advice and
- ✓ consistent onsite messaging during the event.

All details above are based on current knowledge and may be adapted in response to future status and/or requirements. Should changes be made, we will naturally inform you as quickly as possible.

