

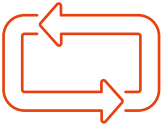
# SAFETY GUIDANCE FOR EXHIBITORS

Things to note when setting up your stand  
Last updated 15.9.2020



## Stand planning

- 1 To enable as many people as possible to visit exhibition stands at the same time, stand designs should allow for plenty of space, with minimal structures.
- 2 It must be possible to observe minimum distancing at all times. If it is not possible to maintain a minimum distance in particular locations, other measures may be put in place, such as sneeze guards on meeting tables and counters.
- 3 Avoid unnecessary narrow spaces or gathering areas (e.g. in front of exhibits or presentations) and make sure exhibits at your stand have enough open space around them. Ensure that your stand design allows for the aisles around it to be kept free, e.g. avoid placing product information right at the boundary between the stand and the aisle.
- 4 We recommend you use smooth, easily cleaned surfaces in your stand construction. When it comes to furnishings, chairs without armrests will help keep physical contact to a minimum, for example.



## Entrance areas and exits

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- 1 Systems in place to direct visitors at your stand must ensure that the currently applicable minimum social distance of 1.50 metres can be maintained. Floor markings, room dividers or “traffic light” systems are some of the possible ways to meet social distancing requirements.
- 2 For larger stands, we recommend separate entrance areas and exits, and screens at the stand (e.g. retracting belt barriers) to help to control visitor numbers.



## Meeting areas

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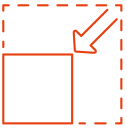
- 1 In meeting areas, the seating distance between tables and chairs must be arranged to ensure the participants remain at least 1.50 metres apart. Masks may be removed in these cases if a record is kept of the participants.
- 2 If it is not possible to maintain a minimum distance in particular locations, other measures may be put in place, such as sneeze guards or screens in seating areas.
- 3 Hygiene protection screens may be used at the information counter and other counters if it is not possible or practical to maintain a minimum distance of 1.50 metres.



## Two-level stand construction

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- 1 If two-level stands are permitted at an exhibition, ensure at the design stage that staircases are sufficiently wide, or make provisions for one-way movement.
- 2 If an upper level is in place, ensure that the lower area has an open layout and that an adequate air exchange can be guaranteed.



## Small stand areas

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- 1 Minimum distancing is not essential if sneeze guards are in place on the meeting tables and counters. In such cases, however, people on both sides of the guard must wear masks. This means smaller stands can be designed with a range of meeting options.
- 2 If room separators or sheets of acrylic glass are not practicable, exhibitors must limit the numbers of visitors to their stands.
- 3 Note that if it is not possible to arrange waiting areas by your stand, your visitors must not wait in the aisles, since it is essential to keep these areas free to maintain minimal social distancing.
- 4 We recommend you make firm appointments with your customers or move to a different area for unplanned meetings (e. g. a catering area or special Community Areas, if available).



## Stand assembly and disassembly

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- 1 Distancing and hygiene rules may lead to delays in assembling and disassembling your stand. We recommend you make full use of the time available at the event for assembly and disassembly. Be sure to work out your timing in detail, and if possible stagger the different activities involved to ensure smooth workflows.
- 2 Ensure all service providers you engage, e. g. stand construction companies, carriers, agency employees, technical services, etc., register in advance and carry an assembly/disassembly pass. If they do not hold such a pass they will be required to register on-site. Please advise your stand construction company of these conditions as appropriate.

**Further recommendations** (only available in German) by FAMAB, the association of trade fair construction companies (Fachverband für Messebauunternehmen e. V.).

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Alternatively, NürnbergMesse can provide you with individual exhibition stands that comply with all requirements.

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