

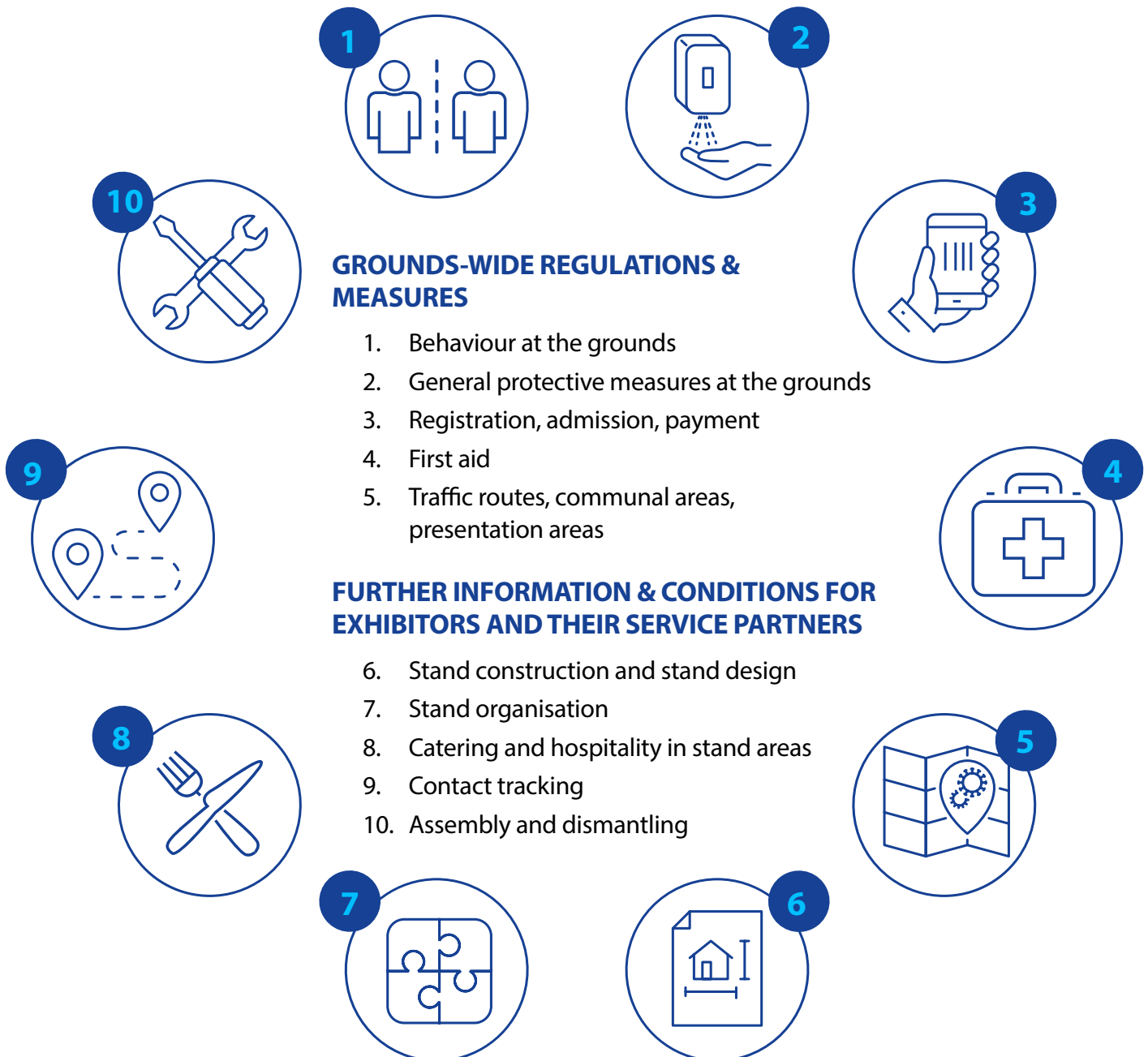
SAFE BUSINESS

Hygiene concept Information and conditions for exhibitors and their partners.



MORE SAFETY FOR SUCCESSFUL BUSINESS

As the organizer, we are making every effort to ensure your safety during your visit to the exhibition grounds. We are therefore in close coordination with the responsible health authorities together with the operator, Landmark Centre. With immediate effect and until further notice, the technical guidelines will be supplemented with protective measures concerning behaviour, distances and hygiene:



As a visitor, exhibitor or service provider, please always observe the following points, which are necessary for the successful implementation of the protective measures. As the organiser, we reserve the right to make changes and adjustments.

Further information: Contact: Uche Agu , +234 8170273665 operations@zenithexhibitions.com

GROUPS-WIDE REGULATIONS & MEASURES



1. Behaviour at the grounds

- When entering and exiting the event and throughout the entire event period, all persons at the exhibition grounds are required to adhere to a minimum distance of 2m from one another ('minimum distance' in the following).
- In addition, a mouth and nose cover must be worn in all closed rooms and buildings on the exhibition grounds.
- The face-mask may only be put down in gastronomic areas after taking a seat and as long as the distance requirement is maintained.
- By mutual agreement, exhibitors can allow their customers to remove their face mask in specially designated areas if the necessary measures ensure permanent compliance with the distance requirement.



2. General protective measures at the grounds

- The exhibition ground offer an outstanding infrastructure that already guarantees the highest of hygiene standards.
- When events are conducted, the cleaning frequency is additionally increased; entrance and exit areas, toilets, etc. are also disinfected several times per day.
- Disinfectant dispensers can be found in the entrance areas, in toilet facilities, at service points and in the forums and conference areas.
- Signs and loudspeaker announcements, etc. will be used to point out the protective measures at the exhibition grounds.
- The catering areas will be extended with additional facilities outdoors. Takeaway food and drinks will primarily be on offer here.
- There will be fixed daily contingents of admission tickets to limit the number of persons at the exhibition grounds to a permissible maximum (pursuant to the applicable coronavirus ordinance).



3. Registration, admission and payment

- As part of the current measures, the prior registration of all persons is the prerequisite for admission to and remaining at the exhibition grounds.
- Visitors will exclusively receive their tickets in advance and online via the registration portal.
- Visitors who wish to visit the exhibition on several days must register separately for each day.
- Exhibitors will continue to receive updates.
- To ensure adherence to the distancing regulations, personal guidance systems and floor markings will be used in the entrance areas.
- Bag checks are still planned on entering the grounds, under consideration of the applicable measures.
- You must keep your admission ticket with you throughout your entire visit, up to the point at which you exit the grounds. Proof of the respective visits (scanning the admission ticket) must be provided at specific locations on the grounds as part of contact tracking.
- Entrance to and exit from the grounds, catering areas and at the exhibitor stands in the case of consulting, negotiation or sales discussions lasting at least 15 minutes, etc.



4. First aid

If you feel unwell and present symptoms of COVID-19, please contact the operation team.



5. Traffic routes, communal & presentation areas,

1. Please use only the accordingly marked entrance and exit doors.
2. The widths of the aisles in the halls will be adjusted to create sufficient space to enable adherence to the minimum distance between persons.
3. Please keep to the right in the aisles in the exhibition halls.
4. Carpet tiles and aisle carpets will be used to help you identify the routes to be taken.
5. In forums and conference area a more spacious layout will be implemented to give consideration to the regulations concerning the minimum distance between participants.

FURTHER INFORMATION AND CONDITIONS FOR EXHIBITORS AND THEIR SERVICE PARTNERS

Due to the COVID-19 pandemic, you are obliged to observe the following points as a EMWA 2021 exhibitor.

Depending on the respective situation, the health authority is entitled to issue further orders, adjust orders that have already been issued or rescind them in their entirety.

Monitoring the conditions within the exhibition grounds and intervening immediately in the event of violations are the responsibility of the exhibitor.

The exhibition management reserves the right to restrict or prohibit the operation of individual stands at any time in the event of contraventions.



6. Stand construction and stand design

During the exhibition a distance of at least 2m must be adhered to between persons. The exhibitor is personally responsible for ensuring that the required minimum distance and the applicable hygiene and behavioural measures are implemented and adhered to on its stand area. The following regulations for stand construction have accordingly been established; as the exhibitor, you must take these into consideration in your planning and ensure them during your exhibition presentation:

- The exhibition stand must be designed in such a way that sufficient air exchange is ensured throughout the exhibition, particularly in meeting and other communal rooms, and that covered stand constructions are guaranteed (passive/active ventilation).
- Internal stand traffic areas and stairs (platforms, second stories, etc.) must be designed so that visitors and personnel can preferably adhere to the minimum distance. This also concerns e.g. distances between exhibits.
- Plenty of space must be provided for spectators in the respective stand area for product presentations and show / action areas. An adequately dimensioned spectator area should ensure that the traffic routes are kept clear.
- Meeting and communal rooms for personnel must be dimensioned so generously and equipped with seating such that the minimum distance can be adhered to.
- Interaction points (counters, etc.) must be positioned so that sufficient space is available on the stand for visitors. If the minimum distance between two persons can understandably not be adhered to at interaction points, suitable constructive measures must be implemented (spit guard).
- Contact areas should consist of smooth, easily cleaned surfaces.
- Sufficient disinfectant must be provided at the stand for the exhibitors' employees and service partners.
- Additionally offering visitors the option of disinfecting their hands, e.g. by providing disinfectant dispensers, is also recommended (can be booked online in the exhibitor service portal).



7. Stand organisation

- We recommend controlled access to the stand to ensure that the minimum distance of 2m is also adhered to at your stand at all times. Aisle areas in the hall may not be used as waiting areas.
- To support visitor guidance in the stand area, markings can be used to indicate the walking direction.
- Active appointment management and controlled visitor guidance (e.g. by means of regulatory personnel employed specifically for this purpose and route markings) can prove expedient for adhering to the minimum distance.
- Products may continue to be presented in the context of demonstrations subject to adherence to the applicable distancing and hygiene regulations.
- Highly-frequented areas and frequently used contact areas must be disinfected several times per day; the stand must be professionally cleaned at least once per day.
- We recommend offering mouth and nose protection and hand disinfection for visitors to the stand.
- The current planning status of EMWA does not stipulate that stand parties may be held. Please contact us if you have planned a customer event or similar. We will be happy to advise you on the options.
- When providing brochures and information material as well as distributing giveaways, it must be ensured that the items to be issued shall not be touched by more than one person. Issuing or receiving should therefore be as direct as possible (person to person). If this is only possible to a limited extent, the hands must be disinfected before or the article after viewing.



8. Catering and hospitality in stand areas

- We recommend only issuing foodstuffs in packaged form; sugar, salt, pepper and sauces, etc. must also be packaged in portions.
- Open food and beverages may only be served by a staff member (no self-service).
- The service staff must wear mouth and nose covering at all times and must be fully informed of the current measures and rules of conduct (distance regulation, avoidance of direct contacts, additional cleaning intervals, etc.).
- Issue of crockery and cutlery: please use either packaged disposable cutlery (preferred) or reusable cutlery cleaned in a dishwasher.
- Washbasins must be equipped with soap dispensers and disinfectant dispensers, and may not be used for washing cutlery, crockery or kitchen / stand cleaning utensils. A notice stating: 'Not for crockery or cutlery!' must be affixed in a clearly visible position above all washbasins.

- If you are planning a catering area with unpackaged foodstuffs, we urgently recommend engaging a professional caterer. The caterer is obliged to adhere to all hygiene regulations. Here you can e.g directly contact the official caterer of the fairground for advice and / or an offer.
info@zenithexhibitions.com 234 (0) 809 115 5699
<https://www.emwestafrica.com/contact>



9 Contact tracking

- Throughout the entire event period, visitors and exhibitors (as well as their service providers) will initially be recorded at all entrances to the grounds.
- Prior registration is obligatory.
- Exhibitors are obliged to record all persons on the exhibition stand with whom a consulting, negotiation or sales discussions lasting at least 15 minutes is conducted.
- The recording of contacts will be handled/ processed by an app provided by the which can also be used for sales purposes. Additional services can be booked in the Exhibitor Service Portal.
- Exhibitors and their commissioned service providers are additionally obliged to separately record their employees collectively each day (including during assembly and dismantling).
- In seated catering areas, contact data will be recorded throughout the exhibition period by the catering operator.
- The organiser is obliged to retain the contact data for a period of three weeks commencing on the first following day of the event.
- If necessary, the public health department will be provided with the recorded contact data for evaluation and processing by the organiser / venue operator or by a company commissioned to do this.
- Further details concerning the procedure and data protection will be made available separately.



10. Assembly and dismantling

The general regulations of the latest version of the infection protection measures to halt the spread of the coronavirus also apply throughout the assembly and dismantling phase as a supplement to the technical guidelines.

Specifically, the following points must be observed:

- If possible, a minimum distance of 2 metres between the persons must be adhered to during all work.
- Besides this, a mouth and nose cover must also be worn during assembly and dismantling.
- Form small, fixed teams during the activity as well as during travel to and from the venue in vehicles and during breaks.
- Please instruct your employees to avoid unnecessary contact.
- Exhibitors and their commissioned service providers are additionally obliged to collectively record their assembly and dismantling employees separately each day.
- All employees must be informed of the work safety standards. It must be ensured that all employees have understood the instructions.
- This particularly applies to the distancing and hygiene regulations, i.e. greeting without handshake, coughing and sneezing into the crook of the arm, regularly washing hands thoroughly.
- Smoking is prohibited in the exhibition. If possible, breaks should always be taken in the open air.
- Accommodating employees in single rooms is urgently recommended. Collective accommodation must be avoided; sufficient distance must be ensured there under all circumstances. The applicable hygiene regulations must be displayed in an easily understandable and clearly visible manner.
- The regulations for entering the exhibition grounds have been changed. Details will be announced at a later point in time.
- On each assembly and dismantling day, the personalized assembly and dismantling card will be checked on entering or accessing the exhibition grounds.
- Separate dismantling regulations are required for the first day of dismantling (last day of the exhibition). As always, details will be announced during the exhibition. Please plan more time for this.

Enquiries

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