

**CHECKLIST FOR EXHIBITORS AND STAND OPERATORS**

The Coronavirus Protection Ordinance (Coronaschutzverordnung) requires hygiene and infection protection measures for trade fairs. It is essential to **wear a medical mouth nose protection and to maintain the minimum distance of 1.5 m** throughout the trade fair grounds. Mouth nose protection must also be worn at stationary standing or sitting places, e.g. in meeting areas. Koelnmesse's **CH3CK** system ensures a safe visit to the trade fair by requiring everyone on the trade fair grounds to be either vaccinated against, recovered from, or tested negative for COVID-19.

**Each stand operator will be responsible for implementing the necessary measures at the trade fair stand.** We therefore recommend involving an experienced trade fair stand construction company or trade fair architect in the planning of your trade fair stand. Alternatively, Koelnmesse offers you individual trade fair stands that meet the specifications at numerous events. If you would like to learn more about Koelnmesse's stand construction service, please contact our Stand Construction Services Team (tel.: +49 221 821-3998, e-mail: standbau-services@koelnmesse.de).

In view of easing regulations and changes to the regulatory framework, we have summarized important recommendations and measures in a checklist to help you with your preparations. You should be able to answer these questions with "yes". Please refer to the FAQ section of the trade fair websites for further information.

**Stand construction measures**

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| <b>1</b> | Spacious stand planning with sufficient free space surrounding exhibits and counters allows visitors and stand personnel to maintain the minimum distance of 1.5 m from one another. | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <b>2</b> | Stationary standing or seating options are provided at counters or meeting areas.  | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <b>3</b> | In the accessible areas, the stand does not have any insufficiently ventilated spaces, such as enclosed zones that are also covered overhead.  | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <b>4</b> | Two-storey trade fair stands are open at the sides to ensure adequate ventilation. Stairways to upper floors are sufficiently wide or only used in a single direction.               | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <b>5</b> | Counters, meeting tables and tables for food and beverage consumption have surfaces that are easy to wipe clean.   | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <b>6</b> | We recommend fitting the trade fair stand's information counter with a partition. If a partition is in place, service personnel are not required to wear mouth nose protection.      | <input type="checkbox"/> yes <input type="checkbox"/> no |

**Operation of the trade fair stand**

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| <b>7</b> | General hygiene rules are observed. This includes refraining from shaking hands or making physical contact. | <input type="checkbox"/> yes <input type="checkbox"/> no |
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| 8  | The maximum number of people at the trade fair stand has been calculated so that the minimum distance of 1.5 m can be maintained. With mouth nose protection, the minimum distance may be less at stationary standing or sitting places, e.g. in meeting areas. | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 9  | The maximum number of people at the trade fair stand is monitored and controlled.   | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 10 | Sufficient hand disinfectant is available for visitors and stand personnel.   | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 11 | Surfaces that are often touched, such as counters, tables, showcases or exhibits, are cleaned as needed or whenever a new visitor arrives.  | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 12 | Medical mouth nose protection is worn at the trade fair stand.  | <input type="checkbox"/> yes <input type="checkbox"/> no |

### Food service at the trade fair stand

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| 13 | The general hygiene regulations are observed during the preparation of food.   | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 14 | In the case of open buffets and self-service offerings, the usual hygiene standards are taken into account. This means, for example, that sneeze guards are in place or that food is served by service staff. If the products are individually wrapped, self-service is permitted and no sneeze guard is required. | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 15 | Samples with and without packaging are permitted. In the case of self-service (e. g. from a tray with multiple samples), the sample is packaged.   | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 16 | Tables at which food or beverages are served are wiped down with standard cleaning agents after each visitor.  | <input type="checkbox"/> yes <input type="checkbox"/> no |

Koelnmesse and the Koelnmesse caterer under contract, Aramark Restaurations GmbH, will be happy to offer you food services that meets hygiene requirements at your stand. If you are interested in our food service offering, please contact our partner Aramark (tel.: +49 221 284 85 84, e-mail: Vertrieb.Koelnmesse@aramark.de).

The following **person is responsible** for checking and complying with the hygiene measures at the stand:

Event:

Exhibitor name:

Hall:

Stand number:

Surname, first name:

Signature of stand operator/date