BE SAFE. STAY HEALTHY.

NOTES ON PLANNING THE FIBO „BUSINESS EDITION“ TRADE SHOW

Updated: 19.06.2020
The Corona Protection Ordinance of the State of North Rhine-Westphalia lays down the regulations for holding trade shows. It is essential to ensure that the required minimum distance of 1.5 metres is maintained throughout the entire exhibition centre.

Reed Exhibitions Deutschland ensures that the prescribed hygiene and safety regulations are complied with at FIBO by means of a comprehensive hygiene and infection protection concept. You will find our main measures on our website fibo.com/stayhealthy. This means we are ready for holding our FIBO Business Edition in October 2020 and look forward to offering our customers a platform for their business again.

It is important for you as an exhibiting company to know that the number of visitors to the individual stands is not regulated as long as the minimum distance of 1.5 metres is guaranteed. Short-term non-compliance with the minimum distance rules (e.g. when walking past each other) is possible, provided that face masks are worn. The number of visitors allowed at the stand thus depends essentially on the type of stand design.

The respective stand operator is responsible for implementing the required measures at the exhibition stand. We are aware of the current uncertainties on the exhibitors’ part and have therefore compiled important recommendations and binding measures to help you with your trade show planning and your trade show appearance. Should you have any other questions or need assistance in planning your FIBO presentation, feel free to contact us at any time. Please contact your respective contact person in the FIBO Team.

Recommender AND SPECIFICATIONS FOR STAND CONSTRUCTION

1. To keep the necessary minimum distance of 1.5 metres and to implement the recommendations and specifications for stand construction, we recommend a minimum stand size of 15m². The FIBO Sales Team will be happy to advise you on the selection of the appropriate stand.

2. Plan your stand with sufficient space to ensure that minimum distances are kept during activities at the stand. Avoid unnecessary bottlenecks.

3. In meeting areas, the seat spacing between tables and chairs shall be such that a minimum distance between persons of at least 1.5 metres is ensured.

4. If the minimum distances cannot be kept at specific points, other measures such as shielding/guards in seating areas are also possible.

5. With large or complex stands, it may be difficult to keep track of the number of people at the stand. In such cases, plan separate entrances and exits and cordoning off the stand (e.g. Tensa barriers) in order to keep an eye on the number of visitors to ensure minimum distances.

6. Place exhibits with sufficient open space at the stand.
7. In order to provide space for movement in the aisles around the stand, placing product information directly at the stand perimeter to the aisle may only be possible to a limited extent. Please take this into account when planning your stand.

8. If you are planning two-storey stands, please allow for sufficiently wide stairs or one-way traffic routes.

9. An essential criterion in the current times is good ventilation of the exhibition stands. The exhibition halls in Cologne comply with high technical standards including separate supply and exhaust air handling. To ensure that this is also the case at your stand, closed rooms with closed ceilings - especially in meeting areas - are not permitted. For two-storey stands, the ground floor must be designed to be as open as possible to the sides.

10. Pass on these measures to your stand construction company. German stand construction companies, through their association, have sufficient information on appropriate stand construction plans to ensure that the specifications are adequately taken into account.

11. Alternatively, our stand construction partner STANDout offers you custom-built exhibition stands that meet the specifications and also offer you a flexible time frame for stand construction bookings. If you are interested in STANDout’s stand construction service, please contact our colleagues at:

   STANDout System Standbau GmbH
   Stromstraße 41
   40221 Düsseldorf
   Telefon: +49 211 8766790-319
   E-Mail: duesseldorf@standout.eu

HYGIENE RECOMMENDATIONS AND SPECIFICATIONS FOR EXHIBITION STANDS

1. In the interest of the health of all trade fair participants, please ensure that the generally applicable hygiene rules are observed at your stand, e.g. no shaking hands or physical contact. Please observe the general hygiene recommendations of the Robert Koch Institute (RKI).

2. Make disinfectants available for your staff and visitors at your stand.

3. Clean frequently used contact surfaces such as counters, tables, showcases or exhibits as required and/or after each visitor change.

4. Handing out sweets or other give-aways to all stand visitors from large containers is currently not permitted. Distribution of such items is possible for stand-manning staff as long as the hygiene regulations are observed.

5. It is mandatory to wear a face mask at the stands as it is on the exhibition grounds. Exceptions to this rule are the outdoor area, as well as seats at the stands or in food service establishments - provided that sufficient distances can be maintained.

6. Make sure that only staff without symptoms of a cold is manning your stand.

The hygiene and infection protection standards in force at the time of the event an especially the regulatory and official provisions an administrative orders as well as the orders by the organisers and the local trade fair company shall be compiled with and followed. | Updated: 19.06.2020, subject to change
7. Stand parties or comparable activities are unfortunately not permitted at present, as the generally applicable hygiene rules can usually not be observed here.

8. The hygiene measures taken at your stand must be documented in a hygiene concept. This concept must also indicate who is responsible for implementing the concept at the exhibition stand.

NOTES ON CATERING AT EXHIBITION STANDS

1. Please observe the general hygiene requirements for serving and storing food.

2. You can continue cooperating with a caterer of your choice as long as the regulations for catering establishments in accordance with the Corona Protection Ordinance of the state of North Rhine-Westphalia are complied with.

3. Catering services with open buffet and/or self-service are currently not permitted. The same applies to open containers for sweets, cutlery or the like.

4. Koelnmesse and Koelnmesse’s contract caterer, Aramark Restaurations GmbH, will be happy to submit a quote for your stand catering that meets the hygiene requirements. If you are interested in our catering services, please contact our partner Aramark (phone: +49 221 2848584, e-mail: Vertrieb.Koelnmesse@aramark.de).

Please note that Reed Exhibitions cannot give any planning approval with regard to infection control. As stand operator, you are responsible for infection control at your stand.
WE ARE THERE FOR YOU!

Should you have other questions or require individual support for planning your FIBO appearance, please feel free to contact us.

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