



# PROTECTION & HYGIENE CONCEPT

MESSE FRIEDRICHSHAFEN

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Safe for People.  
Good for the Economy.

Friedrichshafen, September 7, 2020

# DEAR GUESTS

## OF MESSE FRIEDRICHSHAFEN,

Under the provisions of the current Coronavirus Ordinance for Trade Fairs (CoronaVO Trade Fairs) we will once again be permitted to stage events at our grounds from September 1<sup>st</sup>, 2020.

This situation will however entail some changes. Many things will no longer be as they were before coronavirus.

So that we can all once again experience and enjoy trade fairs and events together, we are relying on your active cooperation and support. Please help the trade fair business to pick up speed again by being responsible and circumspect.

Our Protection and Hygiene Concept contains the measures that apply as of now, ensuring that when you visit us, you can enjoy the highest level of safety.

All of the measures outlined in this Concept have been compared with the upcoming event concepts and adapted accordingly. Messe Friedrichshafen is responsible for the implementation and conscientious observation of the protection and hygiene rules that apply at the exhibition centre at the time of the event with regard to its own events.

In the case of guest events and for exhibitors, the following applies: where measures set out here are not the immediate responsibility of Messe Friedrichshafen, the guest organiser and/or exhibitor is obliged to treat and implement these measures as minimum requirements.

Cancelling, postponing or reorganising events are matters for which the organiser is responsible in each case. Messe Friedrichshafen, in its capacity as operator of the exhibition centre, will support the organisers in all questions as far as it is able.

# MEASURES FOR EVENT BUSINESS

## 1. Protection of employees and individuals

“The preservation of your health is our top priority!”

Measure	Description
<p><b>Mouth-and-nose cover</b></p> <p>Individuals must bring their own mouth-and-nose cover. Only in exceptional cases will masks be sold on site.</p>	<ul style="list-style-type: none"> <li>All persons present in enclosed spaces must wear a mouth-and-nose cover.</li> </ul> <p><b>This duty does not apply:</b></p> <ul style="list-style-type: none"> <li>To persons who, for reasons of health, cannot wear a mouth-and-nose cover, or cannot reasonably be expected to do so. Otherwise you have to wear a corona protection visor.</li> <li>On individual stands at trade fairs and exhibitions and in the exhibition areas of congresses, providing the organisers or exhibitors can ensure that adherence can be maintained to the minimum distance of 1.5 metres between persons.</li> <li>On seating, providing the organisers can ensure that adherence can be maintained to the minimum distance of 1.5 metres between persons.</li> <li>To employees, providing no visitors are present at their place of work.</li> <li>When utilising catering arrangements.</li> <li>If at least equal protection of another kind is available for other persons.</li> </ul>
<p><b>Disinfectant dispensers</b></p>	<ul style="list-style-type: none"> <li>Additional disinfectant dispensers at entrances and hall intersections</li> <li>Fixed disinfectant dispensers in washrooms</li> </ul>

<p><b>Shorter intervals between cleaning</b></p>	<p>Regular cleaning and disinfection of:</p> <ul style="list-style-type: none"> <li>• lavatories, handles, washbasins and taps</li> <li>• frequently touched surfaces</li> <li>• (door handles, handrails, etc.)</li> </ul>
<p><b>Education</b></p>	<ul style="list-style-type: none"> <li>• Instruction of employees with regard to the measures set out here</li> <li>• Information for visitors about distancing and hygiene rules by means of suitable advice and signage</li> </ul>
<p><b>Glass and plexiglass sheeting</b></p>	<ul style="list-style-type: none"> <li>• Transparent spit protection in the information, cloakroom and cash-desk areas, at service counters and other counter areas</li> <li>• Individual consideration of workplaces</li> </ul>
<p><b>Distancing rule</b></p>	<ul style="list-style-type: none"> <li>• Minimum distance of</li> <li>• 1.5 metres to be observed</li> <li>• Where necessary, distance markers throughout entire exhibition centre (incl. entrance, info, cloakroom, checkout and sanitary areas, and at ATMs)</li> <li>• Increased deployment of security staff</li> <li>• Public announcement of distancing rules</li> </ul>
<p><b>Ban on entry and participation</b></p>	<ul style="list-style-type: none"> <li>• Individuals who are or have been in contact with someone infected with the coronavirus where 14 days have not yet elapsed since the last contact or</li> <li>• who display the typical symptoms of coronavirus infection</li> </ul>
<p><b>Avoiding contact</b></p>	<ul style="list-style-type: none"> <li>• Possibility of cashless payment</li> </ul>
<p><b>Contact tracing</b> so that if necessary the health authorities can track chains of infection.</p>	<ul style="list-style-type: none"> <li>• Full registration of visitors by means of online tickets and/or record sheet</li> <li>• By means of exhibitor passes, service provider passes and lists of individuals involved with stand construction</li> <li>• Recommendation to use the Corona Warning App</li> </ul>

Messe Friedrichshafen furthermore recommends that every trade fair guest should observe the prevention measures issued by the Federal Centre for Health Education (BZgA) and the Robert Koch Institute's hygiene recommendation.

The official distancing and hygiene rules for public spaces (currently 1.5 m distance, hand hygiene, mouth-and-nose cover, sneezing etiquette, no greeting rituals) shall apply and are binding on all individuals.

We moreover recommend that visitors download the Federal Government's Corona Warning app: <https://www.bundesregierung.de/breg-de/themen/corona-warn-app>

## 2. Controlled supervision and guidance of individuals

“Avoid or reduce gatherings of people on the principle of dispersing people rather than concentrating them in one place!”

Theme	Measures
<b>Control of the number of people in the exhibition complex</b>	<ul style="list-style-type: none"> <li>• Adherence to minimum space of 7 m<sup>2</sup> for visitors, calculated by the exhibition space available to the visitors</li> <li>• Logging of visitor numbers by means such as blocks of online tickets</li> <li>• Visitor slots associated with the purchase of a ticket, where appropriate</li> </ul>
<b>Control of dispersal of people</b>	<ul style="list-style-type: none"> <li>• Monitoring of entrance areas</li> <li>• Increased deployment of security staff throughout remaining grounds</li> </ul>
<b>Hall layout planning</b>	<ul style="list-style-type: none"> <li>• Wide aisles or one-way traffic, if appropriate</li> <li>• Aim for decentralised individual stands or plan for partition walls between stands</li> <li>• No shared spaces or activities (e.g. forums, parties, etc.)</li> <li>• Plan for open spaces</li> </ul>
<b>Stagger visiting times for hotspots with increased traffic</b>	<ul style="list-style-type: none"> <li>• Channel admissions to the grounds and the halls by means of turnstiles, floor markings and, where appropriate, with “temporary spillover or waiting areas”</li> <li>• Prevent people moving in opposite directions from coming together in and between the trade fair halls and, where appropriate, control the flow with a guidance system</li> </ul>
<b>Conventions / Talks</b>	<ul style="list-style-type: none"> <li>• Only with advance registration and limited numbers of attendees</li> <li>• Wearing of masks not obligatory if the seating is planned with a requisite minimum distance of 1.5 metres</li> </ul>
<b>Lifts</b>	<ul style="list-style-type: none"> <li>• Signage indicating that lifts should only be used by one person at a time, or two, size permitting. Alternative staircases are available throughout the exhibition centre</li> </ul>

## 3. Controlled building engineering measures

“Visitors can expect the optimum deployment of building engineering!”

Theme	Description
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>Ensures continuous ventilation of entrance areas, the trade fair halls, the conference rooms and the catering areas with the maximum volume of fresh air (outdoor air quality)</li> </ul>
<b>Public announcements</b>	<ul style="list-style-type: none"> <li>Reminders to maintain distance and</li> <li>comply with hygiene rules</li> </ul>
<b>Video</b>	<ul style="list-style-type: none"> <li>Monitoring admission</li> </ul>

## 4. Catering

“Our catering partners also wish to contribute to your wellbeing!”

Messe Friedrichshafen’s food-service and catering partners have adapted their hospitality arrangements to reflect the current situation and will be guided by the generally applicable Coronavirus Ordinance of the State of Baden-Württemberg (status: 23 June 2020).

## 5. Parking / Public transport

“Safeguards also in place for your trip here!”

Theme	Measures
<b>Payment processes</b>	<ul style="list-style-type: none"> <li>• Rounded parking charges for manual payments (fewer coins/banknotes changing hands)</li> <li>• Mouth cover for staff</li> <li>• Either no parking charges since these are included in the admission price for the trade fair or enable digital payment at the cash desks and/or in advance online</li> </ul>
<b>Public transport / Shuttle buses</b>	<ul style="list-style-type: none"> <li>• Proceed in the same way as for public transport</li> </ul>

## 6. Stand construction

“The stand construction concept also contributes to success!”

Theme	Measures
<b>Stand planning – exhibitors</b>	<p><b>Prescribed measures:</b></p> <ul style="list-style-type: none"> <li>• Compliance with Technical Guidelines</li> <li>• Stand construction concepts must be adapted in line with distancing and hygiene rules</li> <li>• The wearing of a mouth-and-nose cover will not be obligatory if it can be ensured that adherence to the minimum distance of 1.5 metres between persons can be maintained or if at least equal protection of another kind is available for other persons</li> <li>• Wherever possible, visitors should be assigned a designated seat or standing space with due regard for minimum distancing</li> <li>• Approval of two-tiered stands only if provisions are made to disperse and reduce numbers of people (e.g. hostess at foot of stairs)</li> <li>• Distancing and hygiene rules must also be observed during the stand build-up and break-down times (where appropriate, build-up and break-down times are to be adjusted accordingly)</li> </ul> <p><b>Recommended measures:</b></p> <ul style="list-style-type: none"> <li>• Limit and supervise number of entry and exit points at your stand without neglecting the provisions of the Venue Ordinance</li> <li>• Routes to be delineated without restricting line of sight, e.g. by means of plexiglass</li> <li>• Observe distancing rules with regard to product presentation and when talking to people and, where appropriate, install a guidance system</li> <li>• Keep an adequate stock of mouth-and-nose covers at the stand</li> <li>• Make provision for hand sanitisation at the stand</li> <li>• Drinks may only be dispensed in compliance with the hygiene rules, e.g. sealed bottles</li> <li>• It must be possible to see into any meeting room intended for private talks, and seating there must allow for proper distancing</li> <li>• All seating at the stand to be fastened to the floor to ensure that distancing rules are observed</li> <li>• Plan for the attendance of cleaning personnel for cleaning and disinfecting stand surfaces throughout the event</li> <li>• Offer digital contact registration as an alternative to a business card</li> </ul>