

Event-specific rules and regulations for exhibitors

The COVID-19 pandemic has been impacting all of us for many months now. As trade fair, congress and event organisers and venue operators, the well-being of everyone involved is extremely important to us. That is why Messe Frankfurt has put together a concept that has been approved by the authorities and in which hygiene, medical and organisational measures are defined. Ensuring the health and safety of all exhibitors, visitors, service partners and employees is Messe Frankfurt's top priority.

The coronavirus regulations instituted by the State of Hesse (CoSchuV) and by the health authorities of the City of Frankfurt am Main must be complied with. All event participants must provide proof of vaccination, recovery or negative test in accordance with Section 3 of these rules and regulations, along with a photo ID.

In addition, as an exhibitor you are subject in particular to the following event-specific rules and regulations that are relevant for implementation of the event's hygiene concept.

The organiser – working closely with Messe Frankfurt as the operator of the exhibition grounds – is responsible for the implementation and conscientious observance of the safety and hygiene regulations on the exhibition grounds that are applicable at the time of the event. As an exhibitor, you are responsible for implementation and observance at your stand, in the same way that you are responsible for compliance with regulations governing occupational health and safety and fire protection. Furthermore, the general and specific Technical Guidelines for the event continue to apply.

It is to be expected that the requirements for hygiene and distancing rules could change by the time the event takes place. That is why we will also keep you up to date regarding any possible changes at www.messefrankfurt.com/hygiene.

Information for exhibitors:

Please update your stand construction concepts to satisfy safety and hygiene regulations.

Your company must designate a contact person for these measures on request and the contact details for everyone deployed at the stand must be updated at the stand on a daily basis.

Distancing rules

- Everyone must act in such a way that they do not subject themselves or others to any unnecessary risk of infection
- If necessary, stand planning should allow for larger stands in which less area is occupied by structures so that as many people as possible can be present on the stand simultaneously
- Free-standing exhibits should be surrounded by generous open spaces, where necessary with markings to help visitors maintain proper distancing
- Presentations can take place at the stand as long as all distancing and hygiene rules applicable at the time of the event are complied with. As long as participants are told where to go and viewers are assigned seats, people may remove their masks while in their assigned places
- With face-to-face encounters in separate areas with spaced seating, people may remove their masks while seated as long as no groups form and distancing is maintained, or as long as suitable structural measures (e.g. acrylic glass panes) are implemented
- In the event that exhibits, display cases, counters, displays, screens etc. are placed directly at the edge of the stand, the exhibitor must ensure that groups of people do not gather in the aisle
- Live/personal product presentations cannot take place directly at the edge of the stand to ensure that people do not gather in the aisles
- Visitor traffic at the exhibition stand must be clearly directed to avoid gatherings of people
- Get-togethers are feasible assuming compliance with a distancing and hygiene concept (including the avoidance of gatherings of people), assigned seating (spaced to ensure proper distancing) and clearly visible signage detailing the distancing and hygiene measures

Contact details

- It is not necessary to record contact details of visitors to the stand

Hygiene measures

- Compliance with the hygiene recommendations of the Robert Koch Institute (www.rki.de)
- General or situational obligation to wear a face mask (surgical, KN95 or FFP2 masks) according to the status of the pandemic and statutory requirements
- Hand sanitiser dispensers with suitable hand sanitiser must be provided at the stand
- Heavily used surfaces such as counters, tables, display cases and displays must be cleaned and disinfected frequently between visitors as required
- Exhibits that are frequently used/touched must be cleaned and disinfected as required. If items must be issued and returned, this should be done with gloves if possible (or simply avoided)
- The ceilings of meeting rooms must be left entirely open to ensure that there is sufficient air exchange. Other, equally effective measures are also possible
- If a stand has an upper storey, the area beneath it should remain open and sufficient air exchange should be ensured
- The sale of items at the stand should primarily be cashless (if permitted for the specific event)

Stand catering

- The consumption of food and drink offered at the stand is only permitted in specially designated separate areas of the stand with seats – access and egress must be controlled
- Any food and drink should be provide in closed containers wherever possible and self-service should be avoided
- Areas in which food and drink are consumed are to be cleaned regularly or as required
- It is essential that the requirements of the coronavirus regulations instituted by the State of Hesse and of HACCP guidelines be met. If external catering companies are commissioned, the exhibitor is responsible for monitoring compliance with the rules and regulations. An acrylic glass panel is required if food is not in closed containers. The wearing of face masks (surgical, KN95 or FFP2 masks) by personnel and compliance with distancing and hygiene rules are mandatory
- Accente Gastronomie Service GmbH (a subsidiary of Messe Frankfurt) will be happy to provide you with an offer that accounts for the regulations applicable at the time of the event

General information

- Travel and quarantine regulations applicable at the time of the event must be observed (www.rki.de, www.bmi.bund.de)
- Distancing and hygiene rules may result in delays during set-up and dismantling. That is why we ask that you take advantage of the entire period offered by the organiser for set-up and dismantling
- A face mask must be worn in all public areas of the building during set-up and dismantling (aisles, foyers, entrances, toilets etc.). At each stand, however, the regulations of the SARS-CoV-2 Occupational Safety and Health Standard issued by the Federal Ministry of Labour and Social Affairs (BMAS) shall apply. You must post appropriate information signage detailing the generally applicable hygiene and distancing rules at the stand.
- The exhibitor must instruct all companies (exhibitors, stand constructors, service partners) participating in a stand to comply with safety and hygiene regulations. Furthermore, everyone must instruct their personnel regarding occupational health and safety. The resulting measures are to be incorporated into a safety and hygiene concept in German or English. This concept must be presented on request. If any company is unable to present such a document, they must cease work immediately. Please document the presence of your personnel on a daily basis so that you can present this documentation on request. Messe Frankfurt's employees and service partners are documented separately.
- Make sure to contact your stand constructor well in advance regarding the implementation of safety and hygiene regulations at your stand.
- Messe Frankfurt has set up a Coronavirus Health & Safety Hotline for you on +49 69 7575 6699

All the measures detailed above are based on current knowledge and can be adapted at any time in response to future events and requirements. If any changes are made, we will naturally inform you personally and online at www.messefrankfurt.com/hygiene