

INTERNATIONAL FAIR PLOVDIV

SAFETY PRECAUTIONS FOR PARTICIPANTS IN EXHIBITIONS AND CONGRESS EVENTS

I. GENERAL INFORMATION

After permission to hold conventions and exhibition events was issued (Decree ПД-01-287 of 30.05.2020 by the Minister for Health), International Fair Plovdiv drafted the following **PARTICIPANTS PROTECTION CARD KAPTA** for these events, **aiming to comply as much as possible with the requirements for physical distancing, disinfection and wearing personal protection means.**

It combines:

- the provisions of the Ministry of Health, which will be followed most strictly;
- the good practice guidance of the AIPC (the International Association of Convention Centers) and UFI (the Global Association of the Exhibition Industry) that our organization will apply

CAPACITY

International Fair Plovdiv is capable of complying with the provisions of the Ministry of Health and of applying the good practice of UFI because:

- We have 139,549 square meters of outdoor and indoor exhibition surface, which allows us to conduct large exhibitions in compliance with the provisions for maximal area occupancy;
- We have conference rooms of various sizes;
- Our pavilions and conference rooms are equipped with air-conditioning and air-purification systems;
- We have a long history of conducting various events and are able to offer solutions for flexible space arrangement and introduction of additional sanitary measures in accordance with the recommendations and provisions issued by the health authorities.

REGULATORY INFORMATION

THE PROVISIONS OF THE MINISTRY OF HEALTH

Include requirements:

- To ensure a distance between people of at least 1.5 m in both indoor and outdoor areas
- To provide hand disinfectant at the entrances of rooms
- To make sure to prevent crowding
- To install information signs describing the obligations to observe physical distance, hand hygiene and wearing face protection masks

UFI FRAMEWORK GUIDANCE

➤ General guidance

- Regulation of the flow of visitors: marking of walking paths, organization of one-way movement
- Providing safety distance between stands and walking paths
- Compliance with the recommended standard of 4 square meters per person
- Enhanced hygiene and disinfection measures in the most used areas
- Providing ventilation of exhibition pavilions, congress rooms and other rooms through air conditioning and filtering

- Enhanced cleaning and disinfection of stands, exhibits and advertising materials by exhibitors and event organizers
- Providing an emergency medical team
- **Guidance for exhibitions**
 - 4 square meters per person
 - Exhibitors and visitors must have their noses and mouths covered
 - Disinfection in pavilions
 - Physical distance of at least 2 m
 - Passageways between stands shall be enlarged to 3 m
- **Guidance for conferences and congresses**
 - Distance between participants: at least 2 m
 - Marking of chairs for participants
 - Only allow the admissible number of participants

II. SAFETY PROTOCOLS

1. MEDICAL AID

An emergency medical team and an ambulance are provided during exhibitions.

2. SANITARY MEASURES

2.1 Disinfection of offices and lavatories

- General sanitation of all rooms, elevators and common areas shall be done at shorter intervals and they shall be treated with disinfectants according to schedule.
- Special attention shall be paid to the sanitation and disinfection of lavatories and all surfaces within lavatories such as seats, sinks, handles and trash bins.
- Surfaces that enter into contact with hands shall be cleaned and disinfected at shorter intervals.
- Cleaning products and disinfectants as recommended by health authorities shall be used: sodium hypochlorite solution or products containing at least 70% ethanol.
- Supplies shall be disposed of according to special conditions.
- All common areas shall be ventilated on a daily basis.
- Staff protection materials and equipment shall be provided.

2.2 Disinfection of exhibition pavilions and common areas

- Non-contact hand sanitizer dispensers shall be installed at entrances and inside lavatories.
- All rooms shall be disinfected before, during and after events on a daily basis.
- Provide for distribution of protective masks to participants and visitors at the entrances of exhibitions.

2.3 Ventilation / air-conditioning

Air-conditioning systems shall operate in accordance with the instructions from health authorities using as much as possible.

3. EXHIBITORS

3.1 General guidance and requirements

Exhibitors also have to inform their guests and visitors about safety measures and monitor compliance. They must use schemes for the layout of exhibits, providing the necessary distance and preventing crowds on the aisles between the stands.

Presentations and other events can be held at the stand, but it is mandatory to follow the hygiene and safety rules.

3.2 Distance

Exhibitors follow the general principles of physical distancing that apply at all times.

- Providing appropriate distance between stands.
- Exhibitors shall be instructed to use stickers or any other signs to mark the spots where visitors can stand to ensure the required distance between them.
- Exhibitors shall make sure to maintain a distance of at least 1.5 m between people and whenever this is not possible (e.g. at business meetings and negotiations, presentations and so on) participants shall wear protective masks.

3.3 Density of people per square meter

It is recommended that exhibitors apply the good practice guidance published by the Global Association of the Exhibition Industry, namely one person per 4 square meters.

- Depending on the stand size, the recommended number of people is as follows: in 9 square meters only two people are allowed (1 exhibitor and 1 visitor); in 20 square meters up to 4 people; between 20 and 100 square meters 4 people + 1 person per 10 square meters for areas between 20 and 100 square meters; more than 100 square meters: 12 people + 1 person per 15 square meters for a surface area in excess of 100 square meters.
- Meetings, ceremonies and stand events will only be permitted provided that the rules for distancing and safety measures laid down by the health authorities are complied with.

3.4 Stand disinfection

Each exhibitor is responsible for maintaining the disinfection of the stand at the required levels. Exhibitors will be encouraged to clean / disinfect the stand (equipment, exhibits, surfaces, etc.) at regular intervals and at least 3 times a day.

3.5 Safety precautions for the stand team

- Each exhibitor shall install at the stand a container of disinfectant to be used by staff and visitors.
- Wearing of a protective mask by the stand team is mandatory indoors and recommended in the open exhibition areas with an increased number of visitors.
- It is recommended that the team avoid shaking hands with visitors, as well as the exchange of business cards and/or other promotional materials, and to prefer electronic formats.

3.6 Safety precautions for stand visitors

- Each exhibitor has to organize and mark the area in a way that allows separation of the flows of visitors (incoming and outgoing) and maintaining a distance of 1.5 meters.

- In case the distance of 1.5 m cannot be maintained, the exhibitor shall provide protective screens or any other appropriate protective equipment.
- Each exhibitor shall adopt measures to prevent crowding that could increase the risk for human health.
- It is strongly recommended that exhibitors use ways to exhibit their products so as to avoid touching surfaces with hands.

4. VISITORS

4.1 Access

- To make sure that appropriate distance between visitors is maintained at waiting locations, marking and/or partitions (railings, ropes, etc.) shall be installed at the entrance of the exhibition venue and at the entrances of individual pavilions.
- Visitors acknowledge and accept that they enter locations known to be crowded and present increased of infection with Covid-19 at their own risk. Information boards listing the protective measures to follow are also form of notification.
- Visitors are expected to strictly comply with the distance and disinfection rules, to do whatever is necessary actions for their personal safety, and to follow the instructions given on information boards, markings and by staff.
- The use of online registration is recommended so as to reduce the use of printed tickets.
- Visitors without protective equipment such as masks or others approved by the health authorities will not be allowed indoors.

4.2 Safety precautions for visitors

- Availability of sanitary points with sanitizer dispensers and one-way hallways to prevent mixing of flows
- Appropriate layout of the stands in the indoor and outdoor exhibition areas, which meets the requirements for distance and does not allow the accumulation of many people in one place
- Possibility to provide emergency medical aid
- Possibility to provide masks locally
- It is recommended that visitors use protective masks or other protective equipment covering the nose and mouth, even outdoors.

5. CONFERENCE EVENTS

5.1. Restrictions

Conventions, conferences, workshops, exhibitions, including exhibition industry events or other public events may be organized and held provided that occupancy rate is kept up to 50% of the total capacity, both indoors and outdoors, in compliance with all epidemic prevention measures (Decree № РД-01-447 of 31.07.2020 of the Minister for health).

5.2. Exemptions

Exempted from the provision for wearing protective masks or other protective means covering the nose and mouth (including a headpiece, a scarf, a helmet, etc.) are participants

to conventions, conferences, briefings, press conferences or workshops while taking the floor (lecture, presentation, etc.) provided that physical distance of at least 1.5 m from the other participants is kept (Decree № РД-01-446 of 31.07.2020 of the Minister for Health).

5.3. Official opening and official press conference

During the official opening of an exhibition and/or the official press conference of an exhibition, the rules on physical distancing and the safety measures in force shall apply in full.

5.4 Catering

Catering shall be organized in accordance with the instructions of health authorities, as well as with the principles of the relevant protocol for work in a restaurant.

6. CONTROL

6.1 Health control

Control of the health condition of people entering the exhibition center shall be carried out using remote thermometers.

6.2 Movement control

The measures are based on the need to avoid crowding at any point by introducing one-way traffic.

- Separation of the flows of incoming and outgoing visitors of the exhibition center
- Separate entrances and exits from the exhibition pavilions
- Marking and/or partitions to ensure one-way movement in indoor and outdoor areas.
- Instructions from the staff and through the broadcast system concerning the movements about the exhibition center and the access control

6.3 Control of contacts

These are prevention measures aimed at easily and quickly detecting contacts in case of coronavirus infection.

- Encouraging visitors to use preferably online registration
- Maintaining a database with details of exhibitors, suppliers, and contractors

*We will amend the
PARTICIPANT PROTECTION CARD
in the case of changes to the epidemic situation
or modification of the provisions of health authorities
by applying preventive measures
the ensure safety during the events held at
INTERNATIONAL FAIR PLOVDIV*

SAFETY INSTRUCTIONS ИНСТРУКЦИИ ЗА БЕЗОПАСНОСТ



Носете маска!
WEAR A MASK!



Измивайте си редовно ръцете!
WASH YOUR HANDS REGULARLY!



Избягвайте струпванията на хора!
AVOID CROWDS!



Дезинфекцирайте ръцете си
и повърхностите около Вас!
**DISINFECT YOUR HANDS AND THE SURROUNDING
SURFACES!**

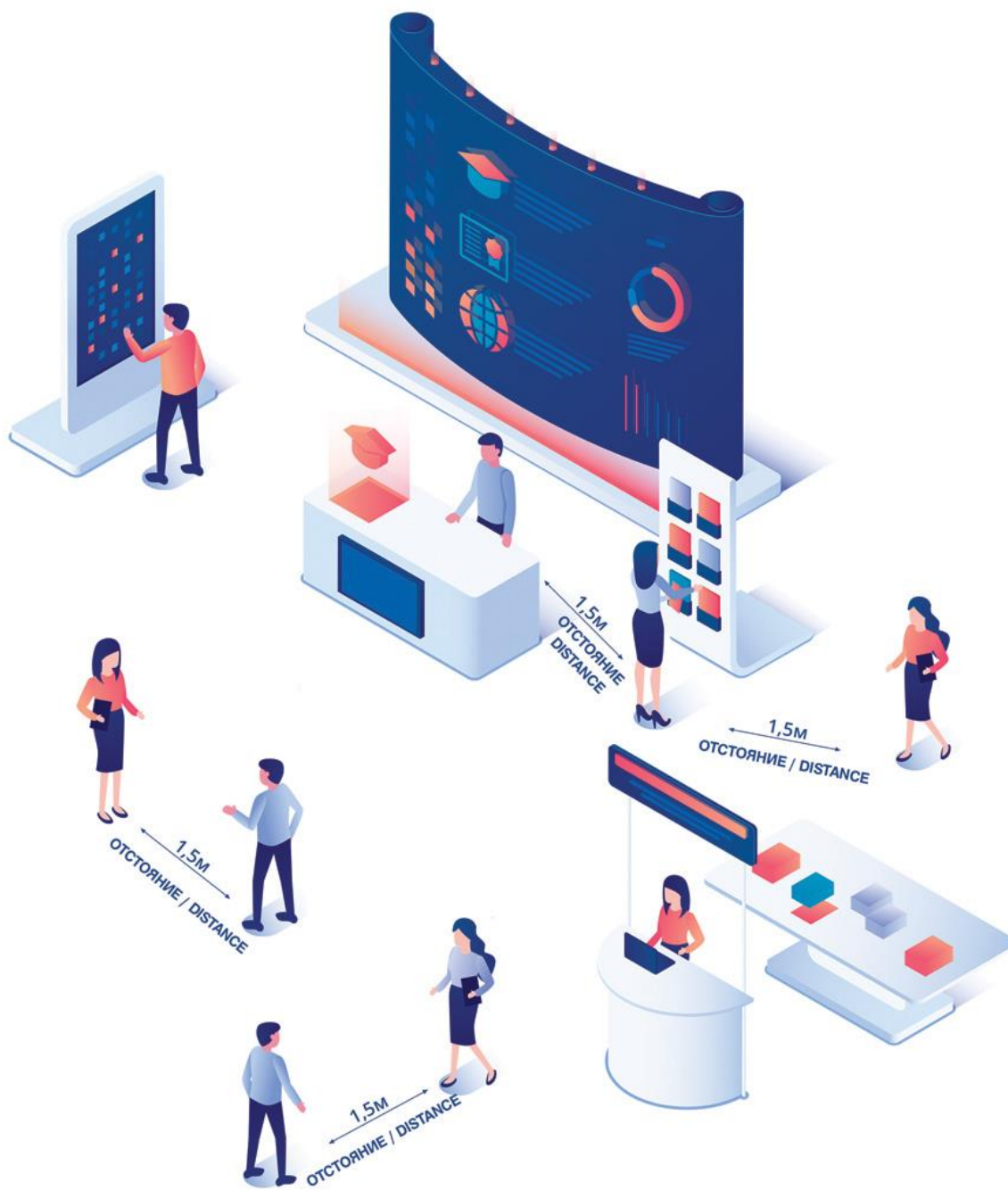


Спазвайте дистанция!
KEEP DISTANCES!



При кашляне покривайте
устата си с кърпичка!
COVER YOUR MOUTH WHEN COUGHING!

SAFETY INSTRUCTIONS ИНСТРУКЦИИ ЗА БЕЗОПАСНОСТ



SAFETY INSTRUCTIONS CONFERENCE HALLS ИНСТРУКЦИИ ЗА БЕЗОПАСНОСТ В КОНФЕРЕНТНИ ЗАЛИ



1.5 M
DISTANCE