



CHECKLIST FOR EXHIBITORS

Last updated: October 18, 2021

Measures within the safety and hygiene concept

In order to guarantee that events are carried out safely, Messe München GmbH has adopted COVID-19-related safety and hygiene recommendations, including in relation to stand design and stand usage. The following checklist takes into account all relevant points in this context.

1. Our contact person for infection prevention and hygiene

Person responsible for hygiene for the duration of the trade fair:

Person responsible for hygiene for construction and dismantling:

- Same as the trade fair duration
- Different:

2. Measures for guaranteeing the minimum distance of 1.5 meters

- Arrangement of seating checked
- Arrangement of customer interaction points checked
- Queuing and waiting areas checked
- Exhibit placement checked
- Flow of visitors (paths, aisles, floor markings) checked
- Aisle width and, if appropriate, stairs checked
- Protective panels for hygiene available where necessary
- Other / exemptions and their compensation measures:

3. Masks that cover the nose and mouth and personal protective equipment (PPE)

- Provision of stand personnel with medical masks (surgical masks)
- Replacement stock for stand personnel available
- Stock for stand visitors available
- Other

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4. Hand hygiene & cleaning

- Hand disinfectant dispensers are available
- Hand disinfectant stocked at the stand
- Stand cleaning with disinfection of contact surfaces scheduled and assigned
- Surface disinfectant stocked at the stand
- Other

5. Training or instructions for stand personnel

- Adherence to hygiene etiquette (coughing and sneezing into the crook of the elbow)
- Instructions on hygiene at trade fair stand (incl. hygiene concept)
- Instructions on behavior in the event of a suspected case / availability of medical staff
- Instructions on organizational compensation measures (if applicable)
- Other

6. Hygiene concept at trade fair stands

- Person responsible for hygiene named (see above)
- Hygiene concept printed out and available at the stand
- Other

7. Ventilation

- No closed ceilings
- CO₂ measuring device available in rooms with closed ceilings
- Other / exemptions and their compensation measures:

8. Evening events / Stand parties

- Evening event planned (please implement the following points)

- Framework concept for catering observed
(for food and drinks)
- Framework concept for cultural events observed
(for entertainment programs)
- Other / exemptions and their compensation measures:

9. Catering

- Catering is offered (please implement the following points)
 - Catering area indicated in a clearly identifiable way
 - No self-service ensured
 - Protective walls for hygiene where food and beverages are stored
 - Service and serving personnel trained and instructed
 - Specifications for Bavarian catering establishments are observed
- Other / exemptions and their compensation measures:

10. Other occupational health and safety and hygiene measures

- Measures for construction and dismantling are described
- Trade fair builders and appointed companies are informed of the hygiene protection measures
- "SARS-CoV-2 Occupational Safety Standard" from the German Federal Ministry of Labour and Social Affairs is taken into account
- Other
