



EXHIBITOR INFORMATION AND STAND CONSTRUCTION GUIDELINES

Last updated: October 18, 2021

Supplementary measures within the safety and hygiene concept

Due to the ongoing pandemic situation, Messe München is taking special measures for the hygiene and infection protection of all persons involved in or visiting the event.

Significant factors for these are the **Bavarian Infection Protection Measures Ordinance (BayIfSMV)** in its currently valid version, presently the [14th BayIfSMV](#) valid from September 1, 2021, including the changes from October 5, 2021 and October 14, 2021, and the "**Coronavirus pandemic: framework concept for trade fairs and exhibitions**" based on this from September 14, 2021.

Messe München implements these official guidelines in its own **safety and hygiene concept**, which may contain deviating or additional regulations for individual events. You can learn about these on each event's homepage. In addition, Messe München issues the following supplementary stand construction guidelines.

Part 1 – Principles

The measures for hygiene and health safety detailed below are based on the three primary protection goals and also apply wherever no specific regulations have been set:

- Observing the **minimum distance** (with design and organizational measures etc.)
- Observing the **hygiene rules** (by making it obligatory to wear masks that cover the nose and mouth etc.)
- **Traceability** of contact persons of level I (analogous to the RKI requirement) for detecting chains of infection (e.g. by registering the names of all persons in the event grounds)

In principle, all of the measures listed below relate to the **periods of construction, trade fair duration and dismantling** and apply to all people who are in the event grounds.

Messe München GmbH
Messegelände
81823 München
Deutschland

Geschäftsführung:
Klaus Dittrich
(Vorsitzender der
Geschäftsführung),
Dr. Reinhard Pfeiffer
(Stellv. Vorsitzender der
Geschäftsführung),
Stefan Rummel
(Geschäftsführer)

Aufsichtsratsvorsitzender:
Staatsminister Hubert Aiwanger

Registergericht München
HRB 6311
St.-Nr. 143/161/90414



EXHIBITOR INFORMATION AND STAND CONSTRUCTION GUIDELINES

Last updated: October 18, 2021

Supplementary measures within the safety and hygiene concept

The requirements under occupational health and safety law, in particular those of the **SARS-CoV-2 Occupational Health and Safety Ordinance** (Corona-ArbSchV) apply to employees who carry out commercial activities on the event site during an exhibition event.

Part 2 – Stand construction guidelines

A. Measures for spatial distancing in the exhibition areas

The minimum distance of 1.5 meters between two persons is to be enabled at all exhibition spaces. The following measures are therefore to be considered when designing the stands:

1. Meeting tables and counters are to be set up in such a way that a distance of 1.5 meters between two persons can be maintained.
2. Any queuing or waiting areas must be designed in such a way that a distance of 1.5 meters between two people can be maintained, and there should be enough room for all people (queuing or waiting) at the stand area.
3. Exhibits are to be placed in such a way that a distance of 1.5 meters can always be maintained between two people.
4. Visitors are to maintain distancing as much as possible. The visitor guidance should encourage people primarily to use less frequented areas and corridors. It must be designed in such a way that there are no traffic jams (e.g. through the use of hosts and pylons, floor or distance markings as well as appropriate routing).

B. Hygiene measures in the exhibition areas

1. Masks that cover the nose and mouth:

1.1 The obligation to wear a mask applies at all exhibition spaces.

Messe München GmbH
Messegelände
81823 München
Deutschland

Geschäftsführung:
Klaus Dittrich
(Vorsitzender der
Geschäftsführung),
Dr. Reinhard Pfeiffer
(Stellv. Vorsitzender der
Geschäftsführung),
Stefan Rummel
(Geschäftsführer)

Aufsichtsratsvorsitzender:
Staatsminister Hubert Aiwanger

Registergericht München
HRB 6311
St.-Nr. 143/161/90414



EXHIBITOR INFORMATION AND STAND CONSTRUCTION GUIDELINES

Last updated: October 18, 2021

Supplementary measures within the safety and hygiene concept

- 1.2 Exhibitors and all persons that work for the exhibitor are obligated to wear a medical mask (surgical mask).
- 1.3 The exhibitor is responsible for equipping its stand personnel with appropriate masks that cover the nose and mouth. It also has spares available for visitors to its exhibition area.
- 1.4 The obligation to wear a mask does not apply to the fixed sitting, standing or working spaces, as long as a minimum distance of 1.5 meters to other persons who do not belong to the exhibitor's stand is reliably maintained.
- 1.5 In the open, the obligation to wear a mask only applies in entrance and meeting areas.

2. Hand hygiene and cleaning:

- 2.1 A sufficient number of disinfectant dispensers must be provided for stand personnel and visitors, and must be regularly refilled with hand disinfectant (e.g. in access, catering or meeting areas).
- 2.2 Exhibitors must ensure that stand personnel regularly disinfect their hands during the opening times and observe COVID-19-related hygiene etiquette when coughing or sneezing.
- 2.3 Exhibitors must ensure that all contact surfaces and objects are regularly disinfected with surface disinfectant during the opening times. In particular, this includes table tops, counter areas and protective panels for hygiene.

3. Ventilation:

- 3.1 The stand is to be designed in such a way that the ventilation system of the exhibition hall can also provide the stand with sufficient air flow (e.g. by avoiding horizontal covers).
- 3.2 Enclosed rooms, for example meeting rooms or personnel rooms must be sized such that air can circulate in them, unless the exhibitor operates ventilation systems.

Messe München GmbH
Messegelände
81823 München
Deutschland

Geschäftsführung:
Klaus Dittrich
(Vorsitzender der
Geschäftsführung),
Dr. Reinhard Pfeiffer
(Stellv. Vorsitzender der
Geschäftsführung),
Stefan Rummel
(Geschäftsführer)

Aufsichtsratsvorsitzender:
Staatsminister Hubert Aiwanger

Registergericht München
HRB 6311
St.-Nr. 143/161/90414



EXHIBITOR INFORMATION AND STAND CONSTRUCTION GUIDELINES

Last updated: October 18, 2021

Supplementary measures within the safety and hygiene concept

The ventilation systems must deliver air from outside into the room and take it from the room back outside. A CO₂ measuring device must be operated in each meeting room; if the threshold of 1,000 ppm is exceeded, the room must be emptied until the level falls below the threshold again.

4. Hygiene concept:

4.1 A person present at the trade fair stand is to be appointed as a contact person responsible for ensuring compliance with hygiene and distancing rules.

4.2 The exhibitor is to urge their stand personnel to comply with the infection prevention measures to which they are obliged or which they have committed themselves to, e.g. through his own hygiene concept, and train them accordingly (see the MMG checklist for exhibitors).

5. If sales outlets are planned within the exhibition area, they should offer largely contactless payment options. Digital solutions are recommended for exchanging business contacts in order to avoid interactions when handing over business cards.

6. Persons who develop symptoms that could be connected with an incipient COVID-19 infection during the construction, the duration or the dismantling will be released from the service immediately and must leave the event site directly.

C. Traceability of contacts at the exhibition spaces

1. Throughout the duration and during the construction and dismantling of the stand, all employees, service providers, stand builders of the exhibitor and all other persons working for them that walk or drive around the exhibition grounds must register via the ticket shop of Messe München GmbH.

The registered persons' name, address, telephone number and e-mail address as well as the dates of attendance on the exhibition grounds will be collected.

Messe München GmbH
Messegelände
81823 München
Deutschland

Geschäftsführung:
Klaus Dittrich
(Vorsitzender der
Geschäftsführung),
Dr. Reinhard Pfeiffer
(Stellv. Vorsitzender der
Geschäftsführung),
Stefan Rummel
(Geschäftsführer)

Aufsichtsratsvorsitzender:
Staatsminister Hubert Aiwanger

Registergericht München
HRB 6311
St.-Nr. 143/161/90414



EXHIBITOR INFORMATION AND STAND CONSTRUCTION GUIDELINES

Last updated: October 18, 2021

Supplementary measures within the safety and hygiene concept

The data collected via the ticket shop are only to be used in the context of the requirements of this hygiene concept, and transmitted to the responsible health authorities upon request in cases where it is necessary to trace contact. The retention period for this is one month. After this period elapses, the data are deleted.

2. Walking or driving around the exhibition center is not permitted without prior registration.
3. The recording of visitors' contact data is not required at the exhibition spaces, as this has already taken place upon ticket purchase or upon entry to the event grounds. This does not apply to catering areas, in which contact data must be recorded separately.

D. Measures for evening events at the exhibition spaces

1. Evening events are permitted at the exhibition spaces. Depending on the type of evening event, the currently valid Bavarian Infection Protection Measures Ordinance is decisive for implementation, as well as
 - the "[framework concept for catering](#)" in its currently valid version, provided that food and drinks are offered
 - the "[framework concept for cultural events](#)" in its currently valid version, provided that cultural presentations are offered.
2. Each evening event must be registered via the exhibitor shop.

E. Measures for catering at the exhibition spaces

1. Dining areas and/or catering are permitted in the exhibition areas. The recommended actions of the [framework concept for catering](#) by the Bavarian State Government and the recommendations of the Bavarian Hotel and Restaurant Association ([DEHOGA Bayern](#)) valid at the time of the event are decisive for implementation.

Messe München GmbH
Messegelände
81823 München
Deutschland

Geschäftsführung:
Klaus Dittrich
(Vorsitzender der
Geschäftsführung),
Dr. Reinhard Pfeiffer
(Stellv. Vorsitzender der
Geschäftsführung),
Stefan Rummel
(Geschäftsführer)

Aufsichtsratsvorsitzender:
Staatsminister Hubert Aiwanger

Registergericht München
HRB 6311
St.-Nr. 143/161/90414



EXHIBITOR INFORMATION AND STAND CONSTRUCTION GUIDELINES

Last updated: October 18, 2021

Supplementary measures within the safety and hygiene concept

The safety and hygiene concept of Messe München and the technical guidelines of Messe München apply in any case.

Messe München GmbH
Messegelände
81823 München
Deutschland

Geschäftsführung:
Klaus Dittrich
(Vorsitzender der
Geschäftsführung),
Dr. Reinhard Pfeiffer
(Stellv. Vorsitzender der
Geschäftsführung),
Stefan Rummel
(Geschäftsführer)

Aufsichtsratsvorsitzender:
Staatsminister Hubert Aiwanger

Registergericht München
HRB 6311
St.-Nr. 143/161/90414