

Information for Frankfurter Buchmesse 2020

EXHIBITOR REQUIREMENTS WITH RESPECT TO THE COVID-19 PANDEMIC

Due to the COVID-19 pandemic, additional rules and recommendations have been put in place to protect the health of all participants at Frankfurter Buchmesse 2020. The following stipulations constitute a supplement to our Technical Regulations, and they are part of the Terms & Conditions of Participation in Frankfurter Buchmesse 2020.

In collaboration with Messe Frankfurt and medical experts, the Frankfurter Buchmesse GmbH has developed a concept in co-operation with the authorities that includes hygiene, medical and organisational measures. The first priority is to safeguard the health and ensure the safety of all exhibitors, visitors, service providers and employees. As a result, for the time being events will not be able to take place in their usual form.

The information below is based on regulations passed by the German state of Hessen that impose restrictions on personal contacts and business operations during the COVID-19 pandemic ("Corona Kontakt- und Betriebsbeschränkungsverordnung", status: 7 May 2020, including the last changes on 6 July 2020). All exhibitors are called upon to adopt these measures as their minimum requirements during their time at the fair. It is pointed out, at present, it is not possible to predict which of the personal protection and hygiene rules will be applicable at the time of the event.

Frankfurter Buchmesse and Messe Frankfurt are both responsible for the implementation of and compliance with the protection and hygiene regulations applicable on the exhibition grounds at the time of the event. At the exhibition stand, however, it becomes the responsibility of the exhibitor, e.g. as it also applies to occupational health and safety laws, or fire protection regulations.

All measures are based on current findings and may be adapted at any time depending on future requirements. Of course, we will take every effort to ensure that you are quickly informed of any changes.

REQUIREMENTS FOR EXHIBITORS

The exhibitor is responsible for implementing and complying with the valid hygiene and social distancing rules at the exhibition stand at the time of the event.

1. Adhere to the valid social distancing requirements at the time of the event

- / Designate a person to be responsible and always available for enquires related to social distancing at the stand.
- / Keep daily documentation of all persons staffing the stand.
- / Plan in more space at the stand with fewer elements to allow as many people as permissible to visit the stand simultaneously.
- / Stand construction concepts must be adapted with regard to the rules of distancing and hygiene.
- / Ensure well-defined, clearly marked and controllable entrances and exits to stand areas.
- / Provide disinfectant dispensers at the entrance(s) and exit(s) of the stand.
- / Planning of sufficient open space around exhibits with distance markings to provide orientation for visitors.
- / Exhibits, showcases, counters, displays, screens, etc. must be moved 1.5 m into the stand, if possible, to enable visitors to leave the aisle. At Frankfurter Buchmesse, this distance is ensured by the "communication strip", a 1.5 m strip in front of each stand that will be part of the widened aisle.
- / Product presentations directly at the edge of the stand are only possible to a limited extent and depend on the space available in front of the stand. At Frankfurter Buchmesse, an appropriate amount of space is generally provided by the "communication strip" along the outer edge of the stand.

- / Stands are only permitted to have an upper floor if the area below remains open and sufficient airflow is ensured.
- / The upper floors must be accessible via stairs that are wide enough to ensure the bi-directional flow of visitors, or they must be organised to ensure the one-way flow of people.
- / In cases of personal contact, reduced person-to-person distances must be compensated for by means of physical boundaries (e.g. acrylic glass dividers) or personal protective equipment (face masks or face shields).
- / Meeting rooms must be completely open overhead, without any ceiling to ensure sufficient air flow.
- / For discussion areas with tables and chairs, reduced person-to-person distances must be compensated for by means of physical boundaries (e.g. ple-xiglass dividers) or personal protective equipment (face masks or face shields).
- / The number of people permitted within a stand must be limited to ensure that minimum distances can always be maintained.
- / Public talks and presentations are only permitted at stands if the valid distancing and hygiene rules can be maintained.
- / Stand parties will only be approved in certain circumstances and they must adhere to the rules valid at the time of the event.

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2. Hygiene measures

- / Observe the hygiene recommendations of the Robert Koch Institute.
- / Clean and disinfect frequently touched surfaces (e.g. counters, tables, display cabinets, and other displays) often and on an as-needed basis after visits.
- / Whenever possible, exhibits are to be presented behind glass in showcases (or similar) in order to avoid excessive handling of the samples, or they must be disinfected regularly. Books are exempt from this rule; exhibitors should orient themselves on current practices in German book stores.
- / Face masks must be worn according to currently valid regulations at the time of the event.

3. Adapted concept for gastronomy

- / Avoid open offerings of food and drink if possible.
- / Ensure adherence to applicable distancing and hygiene rules.

4. General rules

- / Observe currently valid regulations on the crossing of international borders and quarantine requirements.
- / Social distancing and hygiene rules can result in delays during stand setup and dismantling. It may be necessary to plan more time for setup and dismantling.
- / In accordance with German occupational health and safety legislation, all companies involved in the event (exhibitors, stand constructors, other service providers) are obliged to prepare a corresponding risk assessment for staff at the stand. The resulting measures are to be presented in German as part of a safety and hygiene concept, and all affected employees are to be instructed accordingly. The document must be kept on hand and presented on request. Frankfurter Buchmesse will provide supportive texts on this subject in good time before the event. If companies are unable to present such a document, all work will be stopped immediately. Affected persons will be expelled from the premises.

- / Daily attendance records of all personnel deployed must be documented and presented to the relevant authorities on request.
- / All companies involved in the stand must be instructed by the exhibitor on how to comply with the hygiene and distancing regulations.