

Covid-19 health and safety protocols in accordance with B7 of the Special Terms for Participation (B)

Stand design and use (Last revised: September 16, 2021—subject to change)

A. Basic provisions

1. In order to ensure that EXPO REAL 2021 is safe and success for all participants, Messe München GmbH has implemented Covid-19 health and safety protocols, including provisions pertaining to stand design and use. These are mandatory for all exhibitors.
2. Even where no express provisions have been specified, the principles of
 - distancing
 - health and safety
 - visitor trackingapply.
3. The exhibitor must support and enable social distancing of at least 1.50 meters between two people at their stand to the best of their abilities. Interaction points for a longer customer exchange (5+ minutes) are to be designed in such a way that the minimum distance of 1.50 meters can always be maintained. It is not necessary to set up protective panels for hygiene at the trade fair booth, for example on conference tables. It is required that either a minimum distance of 1.5m is maintained or that a medical face mask is worn. Our recommendation is to set up protective panels for hygiene at interaction points such as reception counters or beverage counters.
4. Throughout the EXPO REAL the access is possible with a COVID-Proof (Vaccinated, recovered or negative COVID-Test) only. At all times during set-up and dismantling activities, all persons working for the exhibitor must comply with the "[SARS-CoV-2 Occupational Safety Standard](#)" issued by the Federal Ministry of Labor and Social Affairs. Masks may be removed for short periods for eating and drinking.
5. Exhibitors must ensure that stand personnel disinfect their hands regularly, at least every 60 minutes, during the opening hours of EXPO REAL. Exhibitors must ensure that stand personnel observe the Covid-19 health and safety etiquette when coughing and sneezing (e.g. coughing and sneezing into the crook of the arm).
6. A sufficient number of disinfectant dispensers must be provided for stand personnel and visitors and refilled regularly.

7. During the opening hours of EXPO REAL, exhibitors must ensure that all items on the stand that are touched by people are disinfected regularly, at least every 60 minutes. This includes, in particular, table tops, counter areas and sneeze guards.
8. Throughout the exhibition and during the set-up and dismantling, all employees, service providers, stand constructors and all other persons working for the exhibitor who enter or drive onto the Munich trade fair center grounds must register via Messe München GmbH's Ticket Shop. The names, addresses, telephone numbers and/or email addresses of the registered persons and the times they are present at the Munich trade fair center are recorded. It is not permitted to enter or drive onto the trade fair center grounds without prior registration.

The data collected via the Ticket Shop will be used exclusively within the framework of the specifications of this health and safety protocol and, if contact tracing is required, the data will be transmitted to the responsible health authorities upon request.

These data will be kept for one month after which they will be deleted.

9. Exhibitors shall prepare health and safety plans for the construction and dismantling periods and for the duration of EXPO REAL. Exhibitors shall ensure that a printed copy of the plan is available at the stand during construction and dismantling, as well as throughout EXPO REAL. The health and safety plan must contain the name of a designated health and safety officer; exhibitors must ensure that the person responsible for health and safety is present at the stand at all times during the opening hours of EXPO REAL. Further information can be found under the "[SARS-CoV-2 Occupational Safety Standard](#)" of the Federal Ministry of Labour and Social Affairs.
10. The "[SARS-CoV-2 Occupational Safety Standard](#)" from the German Federal Ministry of Labour and Social Affairs is binding.
11. Exhibitors must ensure that their stand personnel comply with the infection control measures to which they are obliged or have committed themselves, e.g. by means of their own health and safety plan, and train them accordingly.

12. In the exhibition halls, it is compulsory to wear a medical face mask. However, this does not apply at fixed sitting, standing or workplaces, provided that a minimum distance of 1.5 m to other persons is reliably maintained or a protection panel for hygiene is installed.

B. Stand design

1. The exhibitor must support and enable social distancing of at least 1.50 meters between two people at their stand to the best of their abilities. Interaction points for a longer customer exchange (5+ minutes) are to be designed in such a way that the minimum distance of 1.50 meters can always be maintained. It is not necessary to set up protective panels for hygiene at the trade fair booth, for example on conference tables. It is required that either a minimum distance of 1.5m is maintained or that a medical face mask is worn. Our recommendation is to set up protective panels for hygiene at interaction points such as reception counters or beverage counters.
2. The stand must be designed (e.g. by avoiding overhead coverings) in such a way that the circulation system of the exhibition hall can also provide sufficient air movement at the stand.
3. Exhibits must be placed in such a way that a distance of 1.50 m between visitors can always be maintained.
4. Meeting tables and counters must be equipped with suitable sneeze guards. This **This passage is obsolete!** /or beverages are served and to serving points for food and/or beverages.
5. Meeting tables, high tables and counters must be set up at a distance of 1.50 m from each other so that a distance of 1.50 m can be maintained between persons. **This passage is obsolete!** furniture must be set up in such a way that visitors can find space on the stand area. This also applies to tables at which food and/or drinks are served and to serving points for food and or drinks.
6. Meeting rooms must not have closed ceilings and must be large enough to allow air to circulate, unless the exhibitor installs suitable ventilation systems. Meeting room ventilation systems must include air exchangers to draw fresh air from the outside and expel indoor air from the meeting room to the outside. A CO2 measuring device must be installed in each meeting room; if CO2 levels exceed 1,000 ppm, the meeting room must be vacated until the levels fall below this limit.
7. Visitors must be guided within stand areas via one-way routing. A sufficient number of floor markings indicating the direction of travel must be provided. The aisles must be at least 1.20 m wide.

Aisles may also be used for two-way traffic insofar as they are split into separate lanes for visitors travelling in different directions. Stand personnel must ensure that visitors stick to the designated lanes.

In exceptional cases, visitors may also be guided in two-way traffic; in these cases, the aisles must be at least 3.00 m wide.

8. When guiding visitors, care must be taken to ensure that there is no congestion. Where visitor flow bottlenecks are likely, floor markings with appropriate distance indicators are to be installed.
9. The regulations on visitor circulation apply to both single-story and multi-story stands. The same applies to stairs as to aisles.
10. The stand is to be planned in such a way that visitors can be tracked. Visitor tracking may only occur at the stand area and is only necessary if conversations without masks that cover the nose and mouth are most likely only possible if there is a very low infection rate, but the distance of 1.50 m must still be maintained. The minimum distance must be maintained.
11. Catering areas must be clearly recognizable to visitors.

C. Visitor registration

1. Messe München GmbH may require exhibitors to register stand visitors for the purpose of contact tracing in the event of a Covid-19 infection. Messe München GmbH reserves the right to inform exhibitors at a later date if legal regulations or official orders require visitor tracking.
2. Insofar as Messe München GmbH requires exhibitors to register stand visitors, the exhibitor must record the name, address, telephone number and/or email address of all visitors entering or leaving the stand at the entrances to the exhibitor's stand and the times when visitors were present at the stand.
3. Visitors can be tracked via a digital recording system, via another suitable digital recording system that complies with legal and/or official requirements, or manually, e.g. via lists.
4. If an exhibitor does not track their visitors via Messe München GmbH's lead tracking system but via their own system (digital or manual), the

exhibitor must store the documentation so that it cannot be accessed by third parties and the data are protected against unauthorized or unlawful processing and against accidental loss or damage. For this purpose, these data must be kept for one month. Visitor data may be collected, stored and processed **This passage is obsolete!** in the event of a Covid-19 infection. If, within a period of one month, the data must be deleted/destroyed. The exhibitor is obliged to forward the visitor data collected to Messe München GmbH if a corresponding request for information is received from the relevant health authorities. Messe München GmbH will then forward the data to the relevant health authorities. When collecting the data, the exhibitor must inform the data subjects in a suitable manner about the data processing in accordance with the requirements for information under data protection law pursuant to Article 13 of Regulation (EU) 2016/679.

5. There is no need to record contact details of visitors at the trade fair stand again. **Exception:** The visitor takes a seat in the catering area, see D.3.

D. Food / Catering

1. The [legal regulations valid in Bavaria](#) apply in the catering area of the stand.
2. The catering area must be clearly recognizable to the visitor and this must be displayed in a separate area on the stand.
3. In the catering area of a stand, every visitor must register when taking a seat, as is the case in Bavarian gastronomy. This can be done via a suitable app, such as Luca App. When the guest is seated at the table, the mask can be removed.
4. Areas where food and/or beverages are stored shall be provided with droplet contamination guards.
5. Food and beverages may only be served by trained service personnel. The applicable legal and official health and safety protocols must be observed.
6. Self-service food and beverage buffets are prohibited.
7. Alcoholic beverages may only be served in moderation.