

Last updated 18.05.2021

It's finally starting again! We are very pleased to welcome you again personally in the Exhibition Centre Nuremberg. Our absolute priority is to ensure that our exhibitors, organizers, partners and visitors experience professional and successful - and of course safe - exhibitions and congresses. The framework for this is provided by the hygiene concept of the Bavarian State Government for the reopening of exhibitions and congresses, in which NürnbergMesse and other Bavarian exhibition companies played a major role.

Contents

1. General information	1
1.1 Basic principles and primary protection goals	1
1.2 What measures are being taken by NürnbergMesse?	1
2. Booth design	2
2.1 What must be observed with regard to the booth design?	2
2.2 How can the rules be observed in a small booth space?	3
2.3 Are there regulations for routing?	3
2.4 What must be observed with regard to meetings?	3
3. Hygiene regulations	3
3.1 Face covering	3
3.2 What must be observed with regard to cleaning?	3
3.3 How can the booth be made "more hygienic"?	3
4. People (at the exhibition booth)	4
4.1 How will visitors to the booth be documented?	4
4.2 How will the booth personnel be documented?	4
4.3 The booth personnel are unable to come because of travel restrictions. What can be done?	4
5. Booth catering – what must be observed with regard to the booth catering?	5
6. Assembly and dismantling – what rules apply to assembly and dismantling?	5
7. What do if you feel unwell on the exhibition grounds?	5
8. Arrival and departure	5
9. Further information on the official requirements	6
10. Further questions	6

1. General information

NürnbergMesse GmbH reserves the right, in compliance with statutory or official guidelines, to issue further instructions or to restrict or repeal instructions that have already been issued. Controls by the authorities and NürnbergMesse GmbH should be anticipated.

1.1 Basic principles and primary protection goals

The primary protection goals and thus the foundations for all our actions are:

- The facilitation of the current social distancing rules
- The traceability of contacts
- The facilitation of the personal hand hygiene rules

1.2 What measures are being taken by NürnbergMesse?

We have implemented all measures with the greatest care, including extended hygiene standards, keeping distances and traceability of contacts. Our goal is to create an environment for you in which networking and business can take place again with a good feeling - from person to person.

Below, we will outline examples of the measures that will be implemented in advance and on site:

- Instruction of employees and service providers in hand hygiene as well as in-house training measures for personal, activity and task-related infection protection.
- Presence of additionally and specially trained medical personnel on the first-aid stations for informative discussions or queries.
- Advance information of exhibitors, visitors and service providers by providing of information and communication of measures and rules of conduct, and the inclusion of digital media.
- The organizer registers the exhibitors, visitors and involves all service partners or service providers in this measure. Pre-registration is actively promoted through appropriate online applications in order to minimize interactions through on-site registration or ticket sales.
- Information boards, visual/graphical representations and other suitable media (e.g. announcements, if necessary) on the event premises will draw attention to compliance with the distance and distance rules.
- A representative for hygiene issues will be appointed by the organizer. He is also responsible for monitoring the current situation (RKI notices) and coordinating with the security and public order service and the event manager.
- Adaptation and upgrading of the entrance situation in order to create equalisation and open spaces and to maintain the required minimum distance.
- Consideration of the distance rules in forums, meeting and conference rooms through appropriate seating.
- NürnbergMesse provides various templates for posting on the exhibition stands and recording the contact details of the discussion participants.
- The integral and systemically integrated parking space management ensures a dynamic and situational reaction and the observance of distance and distance rules.
- NürnbergMesse has developed its own ventilation concept: Our exhibition halls, the ConventionCenter and entrance areas are equipped with modern ventilation systems that operate with maximum fresh air supply and enable separate supply and exhaust air control. This enables us to guarantee a multiple, complete exchange of air every hour.

- Ensuring regular cleaning and disinfection of contact surfaces during operation by mobile hygiene teams.
- Please use the option to pay contactless (e.g. parking areas, cloakroom service, restaurants, kiosks).
- A high density of disinfectant dispensers as well as hand washing facilities on the premises is guaranteed, especially at the entrances as well as in highly frequented places and in the sanitary facilities.

2. Booth design

Please get in touch with your booth construction company so that your exhibition booth is designed in such a way as to achieve the aforementioned protection goals. NürnbergMesse's Technical Guidelines will continue to apply unchanged.

2.1 What must be observed with regard to the booth design?

The booth design must take the necessity for social distancing into account. This includes, for example, routing or the avoidance of narrow passages. The following adjustments are recommended:

Booth design:

The installation of separate waiting areas is recommended. In the case of active presentation of exhibits or product demonstrations, we recommend that particular attention be paid to appropriate precautions (e.g. minimum distance from persons, hygiene measures at the exhibit, allocation of time slots for presentations).

Contact person for hygiene measures:

Each exhibitor must appoint a contact person for hygiene subjects who is responsible for compliance with corona-related hygiene measures, in particular adherence to the minimum distance, documentation of contacts without face covering and the general obligation to wear masks.

For this purpose the contact person must have the following skills:

Use the notice [here](#) for the correct conduct at the booth. You are welcome to adapt these to your corporate identity / to your corporate design. Equip your exhibition booth with them in order to inform your customers of the applicable rules.

- Knowledge of the framework hygiene concept of NürnbergMesse
 - Can be read [here](#)
- Knowledge of additional event-related hygiene measures at the booth
 - Corresponds to this document "2021-05-18_ENG_Hygiene concept_ exhibitors_Fachpack"
- Knowledge of the gastronomic corona hygiene rules for booth catering
 - Can be read [here](#)
- Knowledge of the availability of the first aid station and the SCU (Security Control Unit)
 - **first aid station and Security Control Unit can be reached at: +49 911 8606 7000**
- Presence at the booth during the event

IMPORTANT: Please check the currently valid legal position before use and use the notices and icons accordingly. Thank you.

2.2 How can the rules be observed in a small booth space?

If you are unable to realise the measures due to the size of your booth, please get in touch with your contacts in the exhibition team.

2.3 Are there regulations for routing?

The visitor guidance on the stand must ensure that the currently applicable minimum distance of 1.50 m between persons can be maintained. Compliance with the distance regulations can be ensured, for example, by floor markings, room dividers or traffic light systems.

A minimum width of 2.00 m is recommended for aisles so that people can safely keep out of each other's way.

2.4 What must be observed with regard to meetings?

The rules of social distancing must also be observed for meeting areas. We recommend a maximum meeting size of eight people.

3. Hygiene regulations

Please note that NürnbergMesse GmbH cannot provide approval for plans with respect to protection against infection. The protection against infection at your booth is your responsibility.

3.1 Face covering

In principle, all persons over the age of seven are generally required to wear masks in the interior of the exhibition grounds. Please note that the regulations regarding the obligation to wear masks are continuously adapted to the current legal requirements. Therefore, please inform yourself about the current regulations in good time before the start of the event.

The mouth-nose-cover can be removed from the table at exhibition stands, provided that the minimum distance of 1.5 m can be safely maintained - provided that the risk of infection remains low.

In outdoor areas, it is mandatory to wear the face covering as soon as the minimum distance is not guaranteed. Therefore please always carry a mask with you. If you have forgotten or lost your mask, a contingent of standardised mouth-nose masks is available for you at central locations on the exhibition grounds. We continuously check whether and to what extent it is necessary to wear a face covering.

3.2 What must be observed with regard to cleaning?

We recommend to clean and disinfect door handles, handrails and frequently used surfaces regularly (several times per hour). Please provide adequate sanitizing facilities at your stand.

NürnbergMesse will naturally also provide facilities here.

3.3 How can the booth be made "more hygienic"?

You are recommended to use smooth, easy to clean surfaces in the construction of the booth. Reduce the physical contact with furniture, e.g. chairs without armrests.

In sensitive areas such as reception or catering, where the number of contacts poses a particularly high risk of infection, we recommend additional safety measures such as partitions (e.g. made of acrylic glass) known from the retail trade to protect against spitting.

4. People (at the exhibition booth)

Important: Please maintain a safety distance of 1.5 m between persons in all areas of the exhibition grounds. We make sure that your participation in the trade fair is safe - from individual planning of the entrance situation and area enlargements to optimised entrance and exit management for the exhibition grounds. In the forum and conference area, for example, we adjust the seating accordingly. The digital guidance system, floor markings and notices also point out that the rules of distance must be observed.

Our recommendation: as soon as you notice that the applicable minimum distance can no longer be observed due to the density of people, you must control access to your booth or request individual customers to wait until your booth has enough free space again. We recommend that you entrust an employee at your booth with the task of observing the overall situation in your booth area. Briefly speaking to the customer who has to wait for a few minutes is surely the best solution here.

4.1 How will visitors to the booth be documented?

Exhibitors are obliged to record contact details with conversation partners (for conversations without mouth-and-nose cover) separately. NürnbergMesse provides the lead tracking system "LeadSuccess" for this purpose. Alternatively, you can resort to manually keeping lists of your discussions (just like the procedure in the food service sector).

In any case, please record the following data about your dialogue partners at your stand: Date and time, first name, surname, place of residence and telephone number (or e-mail address)

Please ensure that this data is only visible to you and your booth personnel and is locked away in the evening (if recorded manually). This data must be duly destroyed after four weeks.

A template for manual recording is available. You are welcome to contact the exhibition team.

4.2 How will the booth personnel be documented?

NürnbergMesse documents the booth personnel through personalised exhibitor badges. A documentation for your own records is also recommended.

4.3 The booth personnel are unable to come because of travel restrictions. What can be done?

Please contact your event team if letters of invitation (similar to the visa application for third countries) are required for cross-border travel.

If some of your booth personnel cannot be on site due to travel restrictions, the exhibition team will be happy to support you. For expert discussions, virtual forms of presentation e.g. live videos at the booth, are possible. Hostesses and interpreters provided by service partners are available to answer general visitor enquiries.

5. Booth catering – what must be observed with regard to the booth catering?

The existing hygiene regulations must be observed. In the case of hospitality, the applicable distance regulations of social distancing as well as the additional official requirements must be taken into account.

Details can be found in the information sheet "[Catering at exhibition stands in consideration of the hygiene concept](#)".

The partners of NürnbergMesse will be pleased to support you if you have any queries.

In addition to Lehrieder (NürnbergMesse's service partner), only service providers who meet the requirements of the Bavarian Coronavirus Protection Ordinance (CoronaSchVO) will be engaged – the catering service provider must provide proof to NürnbergMesse on request.

Please get in touch with your booth catering company so that your booth catering is planned and carried out in such a way as to achieve the aforementioned protection goals. NürnbergMesse's Technical Guidelines will continue to apply unchanged.

You can consult the service partner for catering, Lehrieder, here:
standcatering@lehrieder.de und T +49 9 11 86 06-61 14

6. Assembly and dismantling – what rules apply to assembly and dismantling?

As at the time of the exhibition, registration is compulsory for assembly and dismantling. Persons are allowed into the exhibition halls by scanning.

The official guidelines (social distancing, hygiene regulations) must be observed.

Please ensure that all your service providers, such as booth construction companies, carriers, agency staff, technical service providers etc. register in advance and have an assembly and dismantling badge. Please note that people without an assembly and dismantling badge must register on site. This may involve significant waiting times.

In the case of vehicles with several occupants, all of the occupants require a separate assembly and dismantling badge. If only some occupants have a badge, every person without a badge must get out of the vehicle and register on site as specified above.

The executing company is responsible for proper compliance with the hygiene protection measures during the booth construction work. A person responsible for this on site must be specified, who will monitor compliance and act as a contact at all times.

7. What do you feel unwell on the exhibition grounds?

Only visit the exhibition site of NürnbergMesse if you are in good health. If you have had contact with a person infected with SARS-CoV-2 in the past 14 days, show symptoms of a respiratory tract infection or an elevated temperature, this unfortunately precludes a visit to the exhibition.

If you have typical COVID-19 symptoms during your visit to the exhibition grounds, please leave the exhibition grounds.

8. Arrival and departure

Information on arrival and departure can be found on the website [here](#).

9. Further information on the official requirements

You can find the applicable regulatory framework at www.stmgp.bayern.de/coronavirus/rechtsgrundlagen

10. Further questions

- **How many visitors can be admitted per day and per m² due to the restrictions?**

This varies from event to event and depends on the total occupied event area. For FACHPACK 2021, the number of visitors for FACHPACK 2019 can be realised if the current guidelines are adhered to (1.50 m distance and 1 visitor per 10 m² of event area). However, this presupposes an equal distribution of visitors over the duration of the event, therefore the number of visitors per day will be controlled. Please advise your visitors of the possibility of making contact and requesting an appointment in the exhibitor and product database. Use your customers' preregistration and the voucher monitoring tool to arrange appointments for customer meetings directly.

- **How will the regulation / access control for each hall be carried out?**

In its concepts, NürnbergMesse observes the exhibition as a whole and does not monitor the number of persons in each hall. A dynamic crowd management guarantees that the the minimum distance can be observed in the halls.

- **Will the mobility of stand personnel in the exhibition venue be subject to additional regulations?**

No, the freedom of movement of exhibition participants will not be subject to additional standards or restrictions – it will only be restricted by the social distancing rules.