

Measures within the safety and hygiene concept

Additional guidelines for stand construction

(last updated: Monday, July 26, 2021)

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. These specifications were adapted to succeet21 in cooperation with the MOC Munich.

A. Principles

1. Wherever no specific regulations have been set, the following principles always apply:

- Social distancing
- Hygiene
- Traceability of participants

2. 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. Where this distance cannot be maintained, the exhibitor is to implement measures (such as setting up protective panels for hygiene) that are equally effective in protecting against infections.

3. Throughout the duration of the event and while constructing and dismantling the stand, all persons working for the exhibitor are to wear medical masks (surgical masks). The masks can be removed for short periods for the consumption of food and drinks.

4. The exhibitor is to make sure that the stand personnel disinfect their hands regularly during the opening times, at least every 60 minutes. The exhibitor is to make sure that their stand personnel observe the COVID-19-related hygiene etiquette if they have a cough or sneeze (e.g. coughing and sneezing into the crook of the elbow).

5. Disinfectant dispensers are to be provided for stand personnel and visitors (e.g. in the entrance, eating and meeting areas) in sufficient quantities and regularly refilled.

6. The exhibitor is to make sure that all items at the stand that are generally touched by people are regularly disinfected during the opening times, at least every 60 minutes. In particular, this includes table tops, counter areas and protective panels for hygiene.

7. During the duration of the event and during the construction and dismantling periods, all employees, service providers, stand constructors of the exhibitor and all other persons working for the exhibitor who enter or drive onto the grounds of the Munich exhibition grounds (MOC Veranstaltungszentrum) must be registered. The names, addresses, telephone numbers or e-mail addresses of the registered persons and the times of their presence on the grounds of the MOC Veranstaltungszentrum must be recorded. It is not permitted to enter or drive onto the exhibition grounds without prior registration. The exhibitor is obliged to send this list digitally to the organiser

no later than the day before the event. The data collected 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.

8. The exhibitor creates a hygiene concept for the construction and dismantling of the stand, and for the duration of the trade fair. The exhibitor ensures that the concept is printed out and on hand at the stand during construction and dismantling, and throughout the duration of the event. A person responsible for hygiene is to be named in the hygiene concept; the exhibitor ensures that the person responsible for hygiene is always present at the stand during its opening times. More specific information on this subject can be found in the "[SARS-CoV-2 Occupational Safety Standard](#)" from the German Federal Ministry of Labour and Social Affairs.

9. The "SARS-CoV-2 Occupational Safety Standard" from the German Federal Ministry of Labour and Social Affairs is binding.

10. The exhibitor is to urge their stand personnel 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.

B. Stand design

1. The design of the stand must support and enable social distancing of at least 1.50 meters between two people as well as possible. Interaction points for a longer interaction between two people (5+ minutes) are to be designed in such a way that the minimum distance of 1.50 meters can always be maintained. Where this distance cannot be maintained, the exhibitor is to implement measures (such as setting up protective panels for hygiene) that are equally effective in protecting against infections.

2. 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. Exhibits must be placed in such a way that a distance of 1.5 meters can always be maintained between two people.

4. Meeting tables, high tables and counters are to be set up as far away from each other as possible, so that a distance of 1.5 meters can be maintained between people at the tables and other people. They must also be set up in such a way that all people at the tables and counters have space at the stand area and are at least 1.5 meters away from the hallways. This also applies for tables at which food and/or drinks are served, and for places where food and/or drinks are collected.

5. Meeting rooms on the stands may not have closed ceilings and must be sized such that air can circulate in them, unless the exhibitor operates suitable ventilation systems. The ventilation systems must deliver air from outside into the meeting room and take it from the meeting room back outside. A CO2 measuring device must be operated in each meeting room; if the threshold of 1,000 ppm is exceeded, the meeting room must be emptied until the level falls below the threshold again.

6. The flow of visitors within the stand is to follow a one-way system. A sufficient number of floor markings are to be placed showing the direction of movement. The aisles must be at least 1.2 meters wide. The one-way flow of visitors can also be ensured by allowing the aisles to be used in both directions, provided the stand personnel ensure that there is no oncoming foot traffic. As an exception, the flow of visitors can also move in the opposite direction; in these cases the aisles must be at least 3.0 meters wide.

7. When guiding visitors, make sure that no traffic jams occur. If traffic jams are not unlikely, floor markings noting the appropriate distance are to be placed.

8. The regulations for the flow of visitors apply to both single-story and multi-story stands. The same regulations apply to stairways as to aisles.

9. The catering area must be clearly recognizable to visitors.

C. Visitor tracking

There is no need to record contact details of visitors at the trade fair stand again.

D. Catering

1. In the catering area of the stand, the [legal requirements](#) valid in Bavaria apply.

2. The areas in which food and/or drinks are stored, should be equipped with protective devices against droplet impurities.

3. Food and drinks may only be handed out by appropriate service personnel. The applicable legal and official health and hygiene requirements are to be observed.

4. Self-service food and drink buffets are not allowed.

5. Alcoholic beverages may only be served in moderation.

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succeet GmbH, Management

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