

COVID-secure participation in Elmia Subcontractor 2021

It is perfectly possible to organise COVID-secure trade fairs, but in order for this to be a success, we all need to work together. Elmia has overall responsibility, and exhibitors like you are responsible for creating a safe meeting environment at your stand throughout the fair. For that reason, we have produced a checklist of important things to consider.

Sweden's attempts to control the pandemic rest on three key measures, which mean that we must:

- Maintain social distancing
- Practise good hand hygiene
- Use personal protective equipment

You should always bear these three measures in mind when assessing your participation and ensuring that it is safe. To ensure that you do not forget anything, it is important that you document your safety measures. To help you, we have produced a checklist for your participation.

This contains important things to consider.

Go through the steps in this form below and then send your confirmation to us.

NB! You do not need to send in what you have done, as you only need to confirm that you have completed or planned for the various steps.

You must send in your confirmation that you have gone through the checklist and completed or planned for your participation at the latest 2021-08-10.

The official recommendations and rules can change at short notice. Therefore, check regularly to make sure that you are up to date with any changes to the regulations.

You submit that you have completed or planned for all parts via

<https://www.elmia.se/en/subcontractor/for-exhibitors/covid-secure-participation-in-elmia-subcontractor-2021/> You must have completed or planned for the following steps before you participate in the fair:

PLANNING AND MOVING IN AND OUT

- ☐ **Read through the fair's rules**
Read through the information on **Safe meetings at Elmia** in plenty of time and make sure you remain regularly informed about any updates.
- ☐ **Detailed scheduling**
Clear planning is vital for work to run smoothly and to minimise the number of unnecessary contacts. Keep a detailed schedule for moving in and out, changing stand staff, etc. Respect the specified deadlines.
- ☐ **Keep all relevant staff informed**
Keep relevant staff and any stand-builders informed of all rules, current hygiene measures and information on protection against infection. Make sure that all relevant persons go through the information about **Safe meetings at Elmia**.

PLANNING AND MOVING IN AND OUT

- ☐ **Digitalise where possible**
Digitalise where possible to avoid physical contact, e.g. brochures, digital business cards and payments.
- ☐ **Prepare your visitors**
Explain what precautions you have taken to ensure that visitors are safe when visiting your stand. Also link to **Safe meetings at Elmia** and the fair's website with tips to prepare for visiting the event.

CONSIDER YOUR STAND DESIGN

- ☐ **Stand design that enables social distancing**
Plan your stand so that staff and visitors can maintain the recommended distance from one another (minimum distance 1.5 metres). Use distance markers at the stand that are clear and visible.
Calculate the maximum number of visitors that may be at the stand at any one time. A rough rule of thumb is 1 person per 4 square metres of space.
- ☐ **Good ventilation**
Any meeting rooms must have an open roof (enclosed meetings rooms are not permitted).
- ☐ **Surfaces that are easy to clean**
All exposed surfaces, such as reception desks, meeting tables and tables where food and drink are consumed must be easy to wipe down and keep clean.
- ☐ **No activities or screens that create queues in the aisles are permitted**
Move any activities at least 1.5 metres into the stand to avoid queues forming in the aisles.
- ☐ **Two-storey stands**
Any stairs to the upper floor must be sufficiently wide to allow visitors and staff to pass one another with sufficient distance between them. Stairs can also be one way, with separate up and down sections.

WORK IN THE STAND DURING THE FAIR

- ☐ **Clear signage with the maximum number of permitted people at the stand**
Put up clear signage indicating the maximum number of people permitted at the stand at any one time.
- ☐ **System for monitoring the number of people at the stand**
Ensure that there are ongoing checks of the number of people at the stand at any one time. Inform all stand staff how you will limit the number of visitors when the maximum number has been reached. Separate entrances and exits are recommended if you have a larger stand.

WORK IN THE STAND DURING THE FAIR

- ☐ **Recommended distance also for seating**
If you have seating at the stand, this must also adhere to the recommended distance of 1.5 metres between seats. If this is not possible, screens can be installed instead, e.g. plexiglass that goes above head height for seated meetings.
- ☐ **Access to hand sanitiser at your stand**
Hand sanitiser stations must be strategically placed at the entrances and exits to the stand, and close to any exposed surfaces. Hand sanitiser must be available to both visitors and stand staff.
- ☐ **Extra cleaning of exposed surfaces**
The stand must be cleaned regularly. Particularly exposed surfaces, such as reception desks or meeting tables must be wiped down with particular frequency.
- ☐ **Minimise the risk of infection between visitors**
Avoid bowls of sweets, giveaways and the like where visitors pick their own.
- ☐ **Minimise the risk of infection between staff and visitors**
Avoid close contact, such as shaking hands with one another, and respect the relevant distance recommendations. Replace physical business cards with digital business cards, etc.

FOOD AND DRINK AT THE STAND

- ☐ **Food and drink management**
Contact [FC gruppen](#) for information about the relevant rules on food and drink management.
- ☐ **Regular cleaning of serving surfaces**
Tables on which food and drink are served must be cleaned regularly.

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