

IEOA Safe Exhibition Checklist

Version: June 2020

For:

Event Organisers

Venue Operators

Exhibitors

Event Contractors



Introduction

This document outlines the various roles and responsibilities between ALL EVENT STAKEHOLDERS to ensure a safe exhibition environment in line with the IEOA Roadmap to Safe Exhibitions and COVID-19 Protocols. It is designed to help plan, manage and monitor exhibitions in order to eliminate scenarios where transmission could potentially occur and minimise the health and safety risks to staff, contractors, exhibitors and visitors.

Site management's main priority is ensuring that the plan is always implemented at all levels and with the cooperation of all stakeholders – Organisers, Site Staff, Venue Staff, Contractors & Exhibitors.

Site management must risk assess and manage safety and health hazards in the workplace. In the context of the application of the requirements of this checklist, responsibilities include managing and instructing stakeholders on the various control measures and compliance. This checklist identifies a number of key management responsibilities for the implementation of this plan. For the purpose of exhibition events, the responsibility of "Site Management" is the responsibility of both the event organiser and the venue operator.

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Event Organisers to be responsible for:

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RESPONSIBILITY	PRE EVENT	AT EVENT	POST EVENT
Development of a COVID-19 Response Plan, with input from the Venue, as part of the overall Event Safety Plan to include risk assessment with COVID-19 specific details.	X		
To ensure that a member(s) of the management team is appointed as the C-19 Compliance Officer.	X	X	
Provide the Compliance Officer with a system to record and monitor all Covid-19 prevention activities and tasks and for this to be made available for inspection at any time.	X	X	
Undertake an assessment of the type of work employees will undertake in order to minimise close contact, promote good hygiene and reduce the risk of infection. Management to closely monitor during event for compliance.	X	X	
To ensure that all site facilities are sufficient to allow for the social distancing and hygiene requirements of the IEOA Protocols and current government and HSE guidelines and to take appropriate immediate action where they are not.	X	X	
Provide the necessary health & safety consumables for onsite facemasks, tissues, hand sanitiser etc.	X	X	
Signs and floor markings to be sourced by organisers.	X		
Queuing floor markings to be provided by Organisers in line with the requirements for each event.	X	X	
Design the floor layout with good distance adhering to the 2.5 metre aisle minimum in the IEOA Protocols for circulation. Implement flow management signage if and where applicable and necessary.	X	X	
Plan seminar and catering areas to comply with social distancing requirements and provide appropriate markings.	X		
Communicate with exhibitors on acceptable stand layouts to cater for physical distancing and ensure suitable barrier options for consultation areas are available from the event contractors.	X	X	
Appointment of paramedic/first aid contractor	X		
Calculate the number of floor stewards required to provide Fire Evacuation and Covid-19 monitoring/compliance.	X		
Organiser to appoint and manage cleaning contractor. Regular touchpoint cleaning schedule to be established and monitored.	X	X	
Organisers to advise exhibitors on protocols and make sanitizing kits and PPE material available	X	X	
Organisers to provide Handbook for Safe Exhibitions to all stakeholders	X		
Organisers to employ additional staff, security, and paramedics to implement crowd control and visitor flow plan	X	X	
Implement a system to stagger the arrival times of visitors to ensure low density within the Venue.	X		
Adapt registration process and manage set-up to reduce contact onsite (e.g. encourage online registration wherever possible and if necessary; print badges at home or present on mobile phones).	X		
Communicate with visitors prior to arrival to provide information on Covid-19 prevention measures in operation and ask health questionnaire	X		
Visitor ticket scanning system to track admissions on a real time basis while people exiting the building are counted via clickers or suitable automated system to track the number of people in the hall at all times. This information to be recorded on a regular basis and be available for inspection at the front door at all times.	X		
Organisers to calculate safe number for the hall given social distancing guidelines at time of event	X		
Display social distancing and hygiene posters throughout venue so that the measures are accessible to everyone		X	
Provide all staff with adequate COVID 19 prevention training, relevant to their role at the event.	X		
Organiser to collate all Main Contractors CRAMS to include COVID 19 RA and verification that all staff on site are COVID 19 prevention trained.	X	X	
Requirement for any stand contractor with multiple stand builds to implement a suitable working and hygiene strategy to reduce the risk of an asymptomatic worker spreading infection in multiple areas.	X		
Daily monitoring checks on all exhibitors to ensure that cleaning and hygiene schedules are being implemented and that hand sanitisation and face coverings are available for all staff.		X	
Schedule and keep a log of daily staff briefings		X	

Venue Operators to be responsible for:

RESPONSIBILITY	PRE EVENT	AT EVENT	POST EVENT
Work with Organiser to form a joint Covid-19 response plan	x		
To ensure that a member(s) of the management team is appointed as the Venue C-19 Compliance Officer.	x	x	
The provision of adequate infrastructure necessary to prevent the spread of the virus – towel dispensers in toilets, hand sanitising gel dispensers.	x	x	
The provision of barriers, permanent signs, Perspex screens etc as necessary on existing venue infrastructure. (e.g. entrance halls, restaurants, catering outlets and toilets).	x	x	
Facilitate the use of larger numbers of entrance and exit doors and extra personnel to assist/supervise specific areas as required.	x	x	
Venue to work with Organiser to provide temperature screening system linked to a non-contact, QR code reading turnstile system with adequate capacity.	x		
Venue to undertake deep clean between events	x		x
Venue to explore installing non-contact automatic doors each side of each entrance foyer.	x		
Venue to designate an isolation room or portacabin outside the venue entrance. One back-up room to be provided also.	x	x	
Venue to provide additional hall men		x	
All Venue staff trained in COVID 19 prevention.	x		
Schedule and log venue staff daily briefing	x	x	
Venue to ensure contactless payment is available at all catering areas	x	x	
Provide access control to ensure all toilet facilities are restricted to a safe number of people	x	x	
Provide additional chemical toilets externally to ensure adequate capacity if required.	x	x	
Provide CCTV at entrances and pinch points around the hall so that crowd density levels can be monitored remotely.	x	x	
Provide additional crowd control barriers to channel visitors to the correct, predesignated entrance system.		x	

RESPONSIBILITY	PRE EVENT	AT EVENT	POST EVENT
Exhibitor Instructions for Covid-19 Compliance Exhibitions and Trade Fairs are taking place under a set of protocols which have been agreed across the exhibition industry and in line with current advice from the HSA and public health agencies. Exhibitors must plan the build and operation of their stand in line with these protocols. The protocols can be see here.	X	X	
Contact Tracing. All exhibitors and staff to complete a short questionnaire on their current health before entering the hall.	X	X	
Nominated stand compliance person. Exhibitor to appoint one person to act as the stand compliance person. This person will be responsible for maintaining cleaning logs and ensuring compliance throughout exhibition days. All logs to be displayed in a visible location and accessible for inspection.	X	X	
Staff Numbers. Calculate the number of staff that can be accommodated on the stand based on the current social distancing recommendations.	X	X	
Hygiene & Face Covering. Clean and sanitise all touch points surfaces before the opening each day and once every hour during the event. If not using screens, staff should wear face covering when interacting with other exhibitors or visitors .		X	
Training. All exhibitor staff should be familiar with the techniques and practices which can help to prevent the spread of the disease. A leaflet o website link will be provided to each exhibitor for distribution to all stand staff.	X		
Social Distancing. Stand design and layout should be as open as possible to allow visitors to access exhibits without crowding. Dead ends should be avoided i.e. visitors should be able to access the stand, view the exhibits and exit either by the say they came in or by walking through the stand to the adjoining gangway.	X	X	
Large Stands. Large and custom-built stands should allow visitor to enter and leave the stands from all sides that are open unto a gangway (this is best practice at any time). Exhibits should be placed on the stand so that there is adequate circulation without pinch points or dead ends. Graphics and TV screens should be placed so that they can be seen from as wide an area as possible to avoid congestion. Information desks should be equipped with Perspex screens as should meeting /discussion tables or desks.	X	X	
Small and Shell Scheme Stands. Where exhibitors are dealing with visitors directly in the gangways exhibits and counters should be placed within the stand so that visitors can step in from the gangways while engaging with visitors. Perspex screens should be used. Where stands are 3 metres or more in width, visitors can come onto the stand but adequate circulation area must be provided. Exhibitors should consider stepping into the gangway if necessary, to allow visitors circulate. Where possible exhibits should be placed so that visitors can easily circulate without crossing the exhibitors or other visitors and exit onto an alternative gangway. One-way systems with entrance and exit points should be used where there is risk of congestion. Information points, desks or counters should be placed so as not to interfere with the designated circulation areas	X	X	
Build Up and Strip Out. All exhibitors, contractors, tradesmen and delivery drivers must be screened before they can be given access to the hall at the official exhibitor's entrance. Once screened personnel will be given a pass for that day. Social distancing must be observed during build up and strip out but were this is not possible for safety reasons the same individuals should work together consistently. Additional time will be provided for build-up and strip out where possible.	X		X
Deliveries All deliveries should be adequately labelled with the exhibitor details including stand number, contact name, mobile number. A separate delivery / marshalling area will be provided were possible.	X	X	

RESPONSIBILITY	PRE EVENT	AT EVENT	POST EVENT
Pre-Planning Measures. All event contractors must provide Organisers with CRAMS to include COVID 19 RA and verification that all staff on site are COVID 19 prevention trained.	x		
Training. All contractor staff working on site should familiarise themselves with the techniques and practices which can help to prevent the spread of the disease. A leaflet or website link will be provided to each exhibitor for distribution to all stand staff and any 3rd party contractors employed.	x		
Work Practices. Onsite work practices should be amended where necessary and feasible to allow for the current government and HSE guidelines regarding COVID-19.	x	x	
Build Up and Strip Out. All exhibitors, contractors, tradesmen and delivery drivers must be screened before they can be given access to the hall at the official exhibitor's entrance. Once screened personnel will be given a pass for that day. Social distancing must be observed during build up and strip out but were this is not possible for safety reasons, mitigation measures should be used and the same individuals should work together consistently. Additional time will be provided for build-up and strip out where possible.	x		x
Site Workers. It is vital that each worker knows how to work safely during this COVID-19 and understands the requirements of their task specific RAMS. Site management should coach and guide workers during the workday to ensure that they are fully compliant with the requirements.	x	x	