

INOVA

— COLLECTION —

INOVA COLLECTION – Trade Fair for Jewellery,
Gemstones, Pearls and Timepieces

29. – 31.08.2020

at Messecenter Rhein-Main/Hofheim-Wallau

- Health & Hygiene Concept for Exhibitors -

YOUR HEALTH IS IMPORTANT TO US!

We are delighted to be able to welcome you to INOVA COLLECTION from 29. – 31.08.2020! To ensure that your time at the fair is as safe and successful as possible in this unusual year, we have been working in close collaboration with the health authorities and have drawn up a series of Health & Hygiene Regulations and a recommended Code of Conduct. We would like to ask you to read through the following information carefully, to inform all your stand personnel accordingly and to ensure that these regulations are observed. We will adapt our concept immediately to any changes announced by the authorities. You can also go to the [COVID-19 FAQs](#) on our website for regular updates.

Our concept is based on the current **Hygiene Regulations enforced by the Federal State of Hesse**, which you can view [here](#).

BASIS FOR ALL ACTIONS BY PARTICIPANTS

- The minimum social distance in force at the time of the event must always be observed (currently 1.5 metres in Hesse)
- The wearing of a mask, covering the nose and mouth, is mandatory across the entire exhibition site (incl. outdoor area, inside the exhibition hall) and wherever the minimum social distance is not maintained
 - During customer talks at the exhibition stands, participants may remove their masks, provided corresponding protective measures are in place on the counters/tables (e. g. Plexiglas screens).
- The usual hygiene rules must be observed (e.g. regular handwashing, adhering to coughing/sneezing etiquette)
- The current hygiene recommendations by the **Robert Koch Institute** (www.rki.de) must be observed.

ENTRANCES AND EXITS

The entrances and exits to the exhibition centre will be separate and have corresponding signage. The entrance, featuring a Help Desk and a cloakroom, will be located in a large marquee in the outdoor area. This will be the first point of contact, where you will have your temperature taken and your advance registrations will be checked to ensure that everything is in order. A turnstile system will regulate the flow of visitors and maintain the required social distance. The entrance area will also be equipped with disinfecting stations as well as other sanitary facilities. Please note

that people displaying any COVID-19 symptoms (mainly coughing and fever) will not be admitted to the fair. Attendees without a mask of their own will be issued with a face covering on arrival.

WHAT YOU NEED TO KNOW WHEN REGISTERING FOR THE FAIR

Please note that all attendees (exhibitors, visitors, media representatives and service providers) will be required to submit a full digital registration in advance of the fair. This also applies for exhibitor passes and the assembly and dismantling of stands. All tickets issued will be personalised, ruling out the risk of tickets being transferred to others. Checking IDs and passes on site will assist us in ensuring that registrations are completed and monitored properly. We would like to point out that it will not be possible to register on site. The sole purpose of our Help Desk is to provide organisational assistance. Please help us implement these measures to avoid waiting times on site.

As part of our Health & Hygiene Concept, you will also be asked to provide full contact details of all attendees during the online registration process. Should we be confronted with a case of Covid-19, this is the only way for us to identify people quickly and to fulfil our obligation to provide the health authorities with the relevant contact lists without delay.

To enable us to react to possible last-minute restrictions from the authorities on the number of participants, we will ask you to choose your preferred time slots during the registration process, so that we can see in advance when waiting times and/or access restrictions are likely to occur.

THE ORGANISER'S HYGIENE MEASURES AND DISINFECTING PLAN

During INOVA COLLECTION, "Hygiene Officers" will patrol the exhibition halls. Their sole purpose is to ensure that the health and hygiene standards are being observed. This is a key requirement of the health authorities. In the event of contraventions, the Hygiene Officers have the power to escort people from the premises.

All attendees will be given access to the current Health & Hygiene Rules and the recommended Code of Conduct in advance of the fair and on site. Signage and information boards will provide corresponding guidance. Safety and service announcements will provide additional support.

Cleaning and disinfecting plan

- Sufficient amounts of disinfectant will be provided in the public areas.
- Door handles, handrails and frequently used surfaces will be regularly and frequently cleaned in accordance with the cleaning and disinfecting plan.

- The public conveniences will be constantly looked after and cleaned by our professional cleaning contractor.

HYGIENE RECOMMENDATIONS AND REGULATIONS FOR EXHIBITION STANDS

To protect the health of all attendees, the current minimum distance for social distancing must be observed at all business meetings and physical contact and hand-shaking rituals must be avoided. Please note that the exhibitor bears full responsibility for the implementation and observance of the current hygiene and social distancing rules at their exhibition stand – in the same way that they are fully responsible for adhering to occupational health & safety and fire regulations. Exhibitors at INOVA COLLECTION will be required to implement the following current hygiene measures as a minimum:

- Please ensure that you provide sufficient hand sanitiser and disinfectant for cleaning surfaces at your stand. The organiser will only be providing the above in the public areas.
- The current minimum distance for social distancing must always be observed at the stand.
- The wearing of masks, covering the nose and mouth, is mandatory.
 - During business talks, masks may be removed on condition that corresponding protective measures (e.g. Plexiglass screens) are in place on counters and tables. Plexiglass screens can be purchased by completing [this form](#).
- Please ensure you clean frequently used contact areas such as counters, tables, display cases and exhibits as required and always after every visit.
- To maximise hygiene, we would also ask you not to offer visitors any drinks, sweets or give-aways where possible.
- Please ensure your stand personnel is not displaying any of the above cold-like symptoms.
- Exhibits, display cases, counters etc. should be positioned as far inside the stand as possible so that people do not congregate in front of the stand.
- Catalogues and other printed materials should, where possible, be handed over in person rather than put out on display.

When welcoming visitors to your stand, it is important to ensure that the minimum social distance can be observed at all times. Please note that the net stand area available to visitors serves as the basis for calculating the maximum number of people permitted on a stand at any one time.

Tip: Plan your stand so that it is as open as possible and provide clear signage for your visitors. Depending on the size and type of exhibition stand, visitor guidance may include separate entrances and exits and a one-way system. Social distancing markings on the floor can also be a helpful aid.

In advance of the fair, all exhibitors must appoint and provide the organiser with details of a **contact at the stand who is responsible for the implementation of the hygiene and social distancing regulations**. Please note that an appointed person/s (officer/s) must be in attendance at the stand at all times. In addition, the appointed officer/s must wear a corresponding ID provided by the organiser so that they can be clearly identified. Please complete and return this [form here](#) informing us of your appointed officer by 14.08.2020.

All companies involved in the event (exhibitors, stand constructors, other service providers) will be required to carry out their own risk assessment and to instruct their stand personnel and other staff members accordingly. The Risk Assessment must be available at the stand for inspection by the health authorities on request. The health authorities may take action against exhibitors/companies who fail to produce the document. A "Sample Risk Assessment" is likewise included in our Health & Hygiene Concept.

SIGNAGE AND VISITOR GUIDANCE SYSTEM

A route guidance system (one-way system) will be in place throughout the exhibition centre and will consist of floor markings and signage. This will ensure that visitors remain safe and socially distanced as they navigate the fair. An aisle width of at least 2 metres will also allow the currently applicable minimum social distance of 1.50 metres to be maintained.

ORGANISATION OF SETTING-UP AND DISMANTLING PERIODS

During the setting-up and dismantling periods, the same social distancing and hygiene rules will apply as during the fair itself. Please note: To gain access to the exhibition site, **all persons must be registered without exception**.

SETTING UP:

You may set up your stand early from 03.08.2020 at no extra charge, using the advance registration system. We would, in fact, like to encourage you to take advantage of this option. Particularly in the case of larger/more complex stand areas, it would help everyone involved if we could widen the window for constructing stands and, in doing so, spread out the number of people at the site during assembly.

DISMANTLING:

In cooperation with the authorities, we have allocated different dismantling slots for each level once the fair has ended. On the ground level, it will be possible and necessary to dismantle and remove goods, exhibits and stand construction materials immediately after closing. All access doors along the side of the hall will be in use.

On the upper level, access to the outdoor area will only be possible via the escalators **until 6.30 pm**. This access route is primarily for the removal of smaller exhibits/goods. Please note that access to the lifts **will not be possible before 6.30 pm!** We apologise for any inconvenience. However, work on dismantling the stands can commence immediately after closing.

VENTILATION CONCEPT

The ventilation and air conditioning system at the venue – Messecenter Rhein-Main – guarantees the exchange and sufficient circulation of indoor air and therefore complies with the regulations set down by the health authorities.

SUPPORTING PROGRAMME

A supporting programme (workshops, talks, events) will not be staged this year due to the restrictions imposed by the authorities. We are organising this year's fair without any visitor attractions and, for the protection of everyone concerned, are cancelling INOVA NIGHT.

CATERING

We have adapted our catering concept to the regulations laid down by the authorities. This year, we will focus on "Food Stations" located in a generous outdoor space. The three hospitality points inside the hall will only serve snacks and drinks. All stations will be equipped with protective features. In addition, we will monitor the number of guests in the standing and seating areas.

Should queues develop, the minimum social distance can always be observed and will be made visible by corresponding floor markings.

ANY OTHER QUESTIONS?

Should you have any further questions that have not been answered in the above, please send an email to service@inova-collection.de. This is currently the quickest and most efficient way of contacting us.

You will find other useful links here:

- [All exhibitor downloads](#) (Order Forms, Technical Guidelines, Risk Assessment)
- [Recommendations by the Robert Koch Institute](#)
- [Information & Regulations from the Government of the Federal State of Hesse](#)