

# BCB

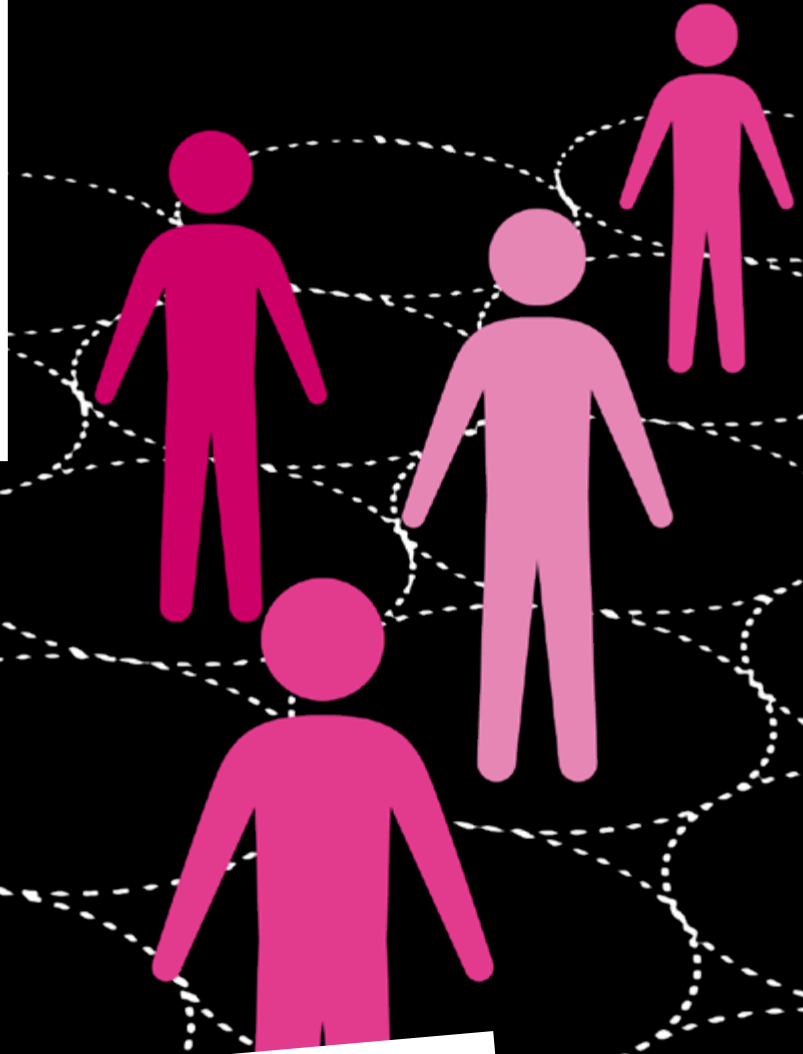
BAR CONVENT BERLIN

INTERNATIONAL  
BAR AND BEVERAGE  
TRADE SHOW

11 – 13 OCTOBER  
2021

WWW.BARCONVENT.COM

Status: April 2021



**DETAILDOKUMENT  
EXHIBIT SAFE**

# DETAIL DOCUMENT EXHIBIT SAFE

## 1. WHAT DO I GENERALLY HAVE TO CONSIDER ON MY STAND?

- a. The official distance and hygiene regulations apply, compliance with which is the responsibility of each individual. The regulations correspond to the practice known and practised in the public and retail sectors (currently 1.5 m distance, hand hygiene, covering mouth and nose, riveting etiquette, no greeting rituals).
- b. Work equipment and workplaces, such as information counters, etc., must be cleaned with a grease-dissolving cleaner before the start of the following shift whenever there is a change of personnel.
- c. All employees, suppliers, service providers, contractors as well as self-employed staff working on the stand and previously on the stand construction must be registered via the ESC (Exhibitor Service Center) and provided with a personal ticket. In addition, the times of presence and work on the stand must be noted by each person. Exchange and handover of objects and materials (e.g. drinks, flyers, etc.) must be carried out without direct skin contact.
- d. Use partitions and distance symbols on the floor to ensure compliance with distance and hygiene requirements.
- e. Reduce your stand construction to the bare minimum to provide security for customers with enough free space on your stand. (More information under point 2.d.)
- f. Consider detailed schedules of your staff (working in the same teams) to ensure the safety of staff and clients.
- g. The organiser provides waiting zones and seating areas in some places. Nevertheless, please plan sufficient space on your stand, as these waiting areas are also limited in terms of personnel.
- h. The seating areas set up are to be used preferably by the exhibitors of the small parcel stands and their visitors/customers. The seating areas are marked accordingly and may only be entered and left through the designated entrances and exits.

## 2. WHAT DO I HAVE TO CONSIDER WHEN DESIGNING THE STAND?

- a. A freely accessible area of at least 4 sqm per person must be provided on the stands to ensure sufficient freedom of movement for visitors and staff and to maintain the hygiene distance of 1.5m.
- b. This year a minimum stand size of 9m<sup>2</sup> applies. Due to the applicable hygiene and distance regulations, an area of 15m<sup>2</sup> will be made available to you as standard for all areas smaller than 15m<sup>2</sup>. Please note that this additional space is only to be used as open space.
- c. Side and back walls must be adapted to an area of 15m<sup>2</sup>. The area can be used by you for e.g. brandings etc.
- d. Exhibition areas shall be designed in such a way that at least 30% of them are freely accessible.  
Freely accessible means unobstructed and free of any furniture.  
9 m<sup>2</sup> = 40 % (approx. 4m<sup>2</sup>) freely accessible area  
12 m<sup>2</sup> = 35% (approx. 4m<sup>2</sup>) freely accessible area  
From 15 m<sup>2</sup> = 30% (approx. 4,5m<sup>2</sup>) freely accessible area
- e. All service counters, serving counters, information counters and bar counters must have a transparent separator to protect against hygienic contamination
  - In order to provide you with better information and examples, we are currently in the process of creating sample plans. These will be made available to you within the Exhibitor Hub on the website, probably from the beginning of May.
- f. Spacing rules should be taken into account accordingly in the stand design and zoning, if necessary plan room dividers.
- g. For bar counters, reception counters and other presentations, ensure the minimum distance to hall aisles.

The hygiene and infection protection standards applicable at the time of the event and, in particular, the statutory and official regulations and orders applicable to the event as well as orders issued by the organiser and the local trade fair company shall be observed and complied with.

**The instructions shall be adapted to the local and temporal circumstances.**

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- h. Install hygiene protection walls if the minimum distance of 1.5 m cannot be maintained.
- i. Plan the bar counters taking into account the spacing rules so that there are no clusters of fair visitors.
- j. Sufficient space must be provided for visitors to stay, depending on the size of the stand.
- k. Design spacious seating areas.
- l. Use smooth wipeable surfaces.
- m. Rooms that are closed off at the top are not permitted. Complete ventilation must be ensured, therefore enclosed rooms in which visitor traffic takes place are to be avoided.
- n. Prepare a hygiene concept for assembly/disassembly and keep a printed copy on the stand during assembly/disassembly. Responsible persons must be named at all times.
- o. All employees are to be instructed on the measures of SARS-CoV-2 occupational health and safety.
- p. Detailed process and schedule planning. The contractors should work one after the other. There will be no explicit time slots per team. Furthermore, it is possible to book a time slot for loading and unloading via the DHL tool.
- q. Compliance with the hygiene regulation. Mouth protection, disinfectants and gloves must be stored sufficiently on site, also for external companies.
- r. Avoid working in teams. If not possible otherwise, form small, permanent teams. Mouth protection must be worn if the safety distance of 1.5 m cannot be maintained.
- s. Avoid unnecessary contacts.

### 3. WHAT DO I HAVE TO CONSIDER WHEN SERVING DRINKS AND CATERING AT MY STAND?

The following minimum requirements apply to the provision of drinks on exhibition stands:

- a. Consumption of beverages on the stand is only permitted if it is possible to maintain the minimum distance. Consumption may take place sitting and/or standing.
- b. Guests must be able to wash their hands or, if desired, disinfect their hands before being served. Hand disinfectant, liquid soap and disposable towels must be available in sufficient quantities.
- c. In order to provide contact tracking, we use the app Emperia. There will be the option to differentiate between lead and/or contact tracking when scanning the contact. Further information on this will be made available to you in due course.
- d. There must be a distance of at least 1.5 m (measured from the back of the chair) between the seats of adjacent tables, staff working areas or waiting areas.
- e. Seating directly in front of the bar counter is only permitted with additional barriers (e.g. transparent partitions as in retail).
- f. Guests are only allowed to remove the mouth-nose covering with an appropriate minimum distance.
- g. Objects of daily use (straws, toothpicks, etc.) must not be left open on the tables.
- h. Self-service buffets are not permitted.
- i. Waste must be disposed of directly in closed containers.
- j. All contact surfaces, such as work surfaces, chairs or tables, must be cleaned with a grease-dissolving cleaner after each use.
- k. Tablecloths and napkins must be replaced after each change of guests. Before they are used again, they must be washed at a temperature of at least 60 degrees Celsius.
- l. Dishes and glasses should be washed mechanically at temperatures of at least 60 degrees Celsius. Please make use of the BOELS service here accordingly.
- m. Staff wash/disinfect hands after each customer contact, at least every 30 minutes.
- n. Guests must be informed of the rules to be obeyed by means of signs, notices, etc.

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#### 4. WHAT DO I HAVE TO CONSIDER WHEN REGISTERING MYSELF AND MY STAND PERSONNEL?

- a. To ensure complete collection of contact details and also traceability, it will be necessary to register all persons who are on the premises. The registration of your stand personnel will take place this year via the Exhibitor Service Center. Here, all tickets for your stand personnel and/or guest bartenders can be added collectively and each person will register accordingly in the BCB ticket shop.
- b. The Exhibitor Service Center tool is expected to be available within the Exhibitor Hub from May. You will receive the log-in data automatically after signing the exhibition contract.
- c. In addition, we are currently working on possible corona testing options to offer you and our visitors the possible safety.


We look forward to a successful and, above all, secure new start together with you!


If you have any questions or comments about the security measures, please contact us immediately.

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