



Wind[•]
EUROPE

**ELECTRIC
CITY2021**
27-29 APRIL
COPENHAGEN

COVID 19 H&S guidelines
Latest update: 22.10.2020

windeurope.org/ElectricCity2021

Welcome

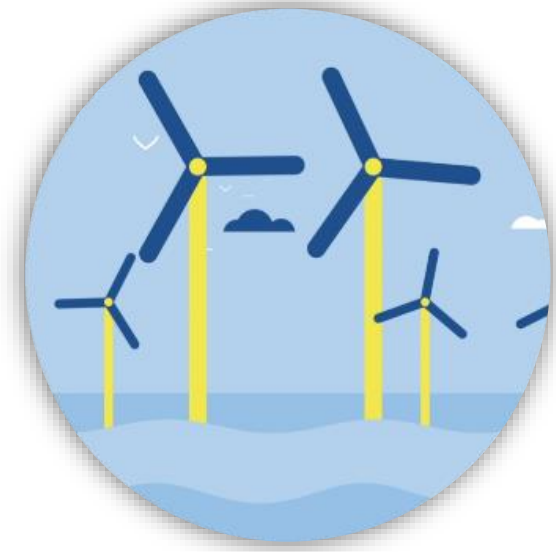
Dear Exhibitor,

The ongoing health situation has led to considerable realignment in the format and organisation of our events, but we are well able to adapt!

The safety and experience of all attendees, exhibitors and visitors will be our absolute priority, and for this reason we have made several changes to the event format, with your health in mind, and in accordance with government advisories.

This file will guide you through all rules that you need to keep in mind in order to comply with COVID-19 measures. It will be updated on regular basis, reflecting any changes in regulations announced by local authorities, restrictions from the venue, as well as the best practice of the events industry.

If you have any questions or concerns, please do not hesitate to contact me.



1. GENERAL GUIDELINES



General COVID-19 measures

tips for
COVID-19
PREVENTION



Wash your hands with soap
for at least 20 seconds

tips for
COVID-19
PREVENTION




Cover your mouth when you
cough or sneeze

tips for
COVID-19
PREVENTION



Disinfect objects and surfaces

tips for
COVID-19
PREVENTION

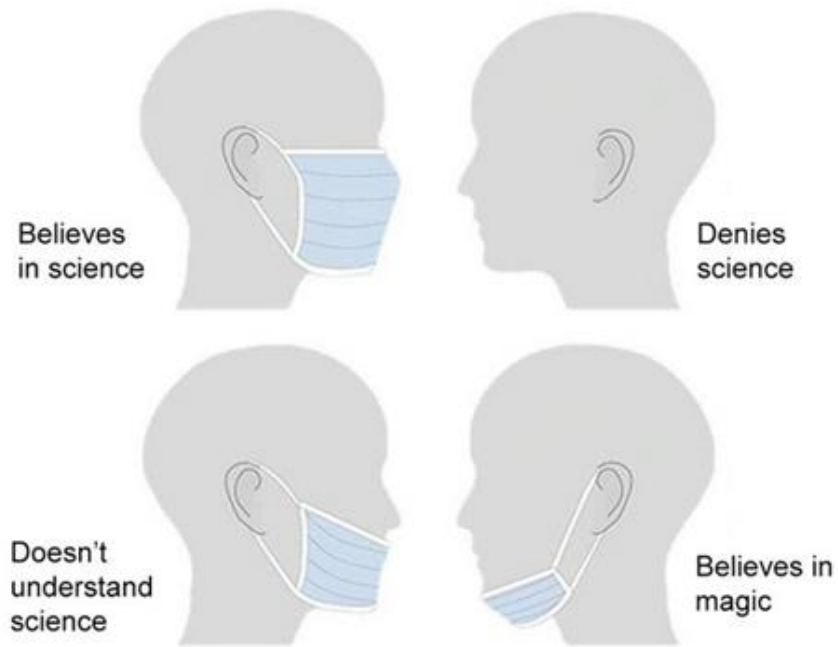


Wear a mask

- Keep social distance of minimum 1 meter
- Wear facemask where it is required. Face mask should cover fully nose and mouth of a person.
- Wash your hands regularly, use disinfectant when entering the venue/stand
- Avoid contact with surfaces that have been used by others
- Raise worker awareness about hand hygiene and coughing or sneezing into handkerchiefs or elbows, e.g. through posters, and discard used handkerchiefs immediately
- Respect right side traffic. Leave enough space for others, to move freely and keep social distance.

General COVID-19 measures

The Four COVID Personality Types



- We ask you to wear your face mask properly, covering fully your nose and mouth.
- Please wear your facemask in the following places:
 - While walking in the exhibition hall,
 - While entering any common use space – restrooms, meeting rooms, lunch area, conference room,
 - While seating in the conference room for session
- You do not need to wear your facemask when:
 - You have your lunch in the designed lunch area,
 - You are seated at the stand / lounge area and social distance of 1.5 m

COVID-19 symptoms

PRIMARY SYMPTOMS OF COVID-19



FEVER



COUGH



RUNNY NOSE



BODY
ACHES



SORE
THROAT



SHORTNESS
OF BREATH



LOSS OF SENSE
OF SMELL

- COVID-19 affects different people in different ways. If you feel unwell – stay at home. Do not risk safety of your colleagues, clients and other participants.
- Most common symptoms:
 - fever
 - dry cough
 - tiredness
- Less common symptoms:
 - aches and pains
 - sore throat
 - diarrhoea
 - conjunctivitis
 - headache
 - loss of taste or smell
 - a rash on skin, or discolouration of fingers or toes
- Serious symptoms:
 - difficulty breathing or shortness of breath
 - chest pain or pressure
 - loss of speech or movement
- Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

2. BEFORE THE EVENT





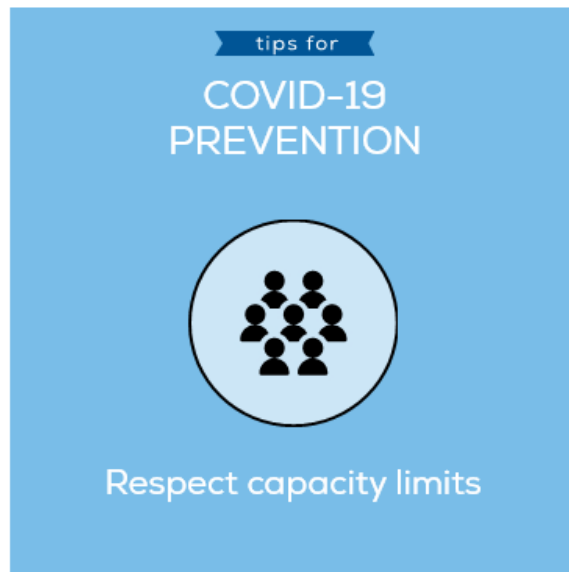
1. Health and Safety Declaration

- Fill in the Health and Safety Declaration and indicate who will be your main contact person.
- This person will be responsible for your stand onsite, ensuring that the capacity of the stand is within approved norm, and all H&S measures are in place.
- It is responsibility of exhibitor during the event and stand contractor during the build (when relevant) to ensure the capacity of the stand is under control and within allowed limits.

Access
[Health and Safety Declaration](#)
[form](#)

Deadline:
26 February 2021

2. Stand capacity



- Keep in mind your stand capacity.
- Each stand must have their capacity clearly indicated at the entrance to the stand. Please use official template for that.
- The general rule here for calculation is: 1 person / 4 sqm.
- However, if you have a seated area, where visitors will have meeting with your colleague you should calculate 2 sqm per person and secure 1 meter of distance between them.
- What does it mean? I.e. if you booked 9 sqm stand, you can have two colleagues on the stand. While one will welcome people at the stand, the other one can have a seated discussion with a client.
- If you are planning demonstrations on your stand – design a specific area, with one-way traffic, where clients can be seated. Keep the distance of minimum of 1 meter between seated visitors.

Download
[Official stand capacity
template](#)

It is the responsibility of exhibitor during the event and stand contractor during the build (when relevant) to ensure the capacity of the stand is under control and within allowed limits.



2. Stand capacity – calculation based on sqm

stand size sqm	rule of 4 sqm 4 sqm/ 1 p	if all seated 2 sqm / 1 p
6	2	3
9	3	4
10	3	5
12	3	6
14	3	7
16	4	8
18	4	9
20	5	10
22	5	11
25	6	12
28	7	14
30	7	15
36	9	18
40	10	20

stand size sqm	rule of 4 sqm 4 sqm/ 1 p	if all seated 2 sqm / 1 p
45	11	22
48	12	24
50	12	25
56	14	28
60	15	30
70	17	35
80	20	40
90	22	45
100	25	50
120	30	50
144	36	50

How the stand capacity is calculated?

- The general rule today is that 4 sqm can accommodate 1 person,
- If the calculation gives number with fractions, it is rounded down, i.e. $14/4= 3.5$, so we round it to 3 people for 14 sqm stand.
- Exception is made for the smallest stands 10 sqm and lower.
- The maximum gathering allowed at one time is 50 people.
- If you plan a dedicated seating space on your stand, where the social distance is kept, the calculation of 2 sqm per person can be applied for this area.
- In that case exhibitor must ensure that any visitor at the stand will be seated - i.e. at a table or in demonstration area
- If you would like to have a mix of both – seated space and area where visitors move freely, you should calculate the space and it's capacity based on how it will be used (i.e. stand of 144 can have 100 sqm used to have a demo area with 50 visitors seated and that's a maximum allowed for any stand. Stand of 50 sqm can have 30 sqm of seated area for 15 visitors and 20 sqm dedicated to 5 staff / visitors moving around.
- In any case social distancing should be kept as a rule.



3. Risk assessments

- Risk assessment needs to include COVID-19 measures covering stand build, event and stand break down.
- Risk assessment is compulsory document that needs to be submitted for all basic package / space only stands. It is usually document provided by stand contractor.
- Please discuss this part with your stand builder to have a good understanding of all measures and restrictions linked to stand design.

**Deadline:
26 February 2021**



4. Stand design

Design your stand keeping in mind following rules:

- Stands exceeding 12 sqm must have a separate entrance and exit clearly marked
- Entrance and exits must have a width of at least 130cm
- Entry and exit traffic should not be mixed. Entry and exit pedestrian traffic in opposing directions must be considered
- If the same opening must be used for entry and exit, pedestrian traffic in opposing directions must be considered and shown in plan
- A **single traffic flow** on your stand must be clearly directed using design and signage
- Covid-19 guidance and directional signage clearly indicated at stands entrance
- Exhibition staff and contracting staff must manage access and capacity control during tenancy
- Safety screens should be installed at reception areas / welcome desk
- Hand sanitizer dispensers must be available at the entrance to the stand with appropriate signage
- The seating space at the stand should be designed in the way, that the social distance of minimum 1 meter between visitors is kept.

Access
[Stand Plan Submission](#)
[form](#)

Deadline:
26 February 2021

5. Stand build onsite

tips for

COVID-19
PREVENTION



Respect capacity limits

Stand build onsite:

- Facemasks must be worn in the exhibition halls.
- Stand capacity during the build is 4 sqm / per person. That means that i.e. the stand of 20 sqm can have up to 5 workers.
- During the build of the stand – if the social distancing of at least 1 meter cannot be kept – face mask is compulsory.
- Personal hygiene measures must be observed where at all possible.
- Stand contractors' teams should work and remain in set teams.

It is the responsibility of contractor during the build (when relevant) to ensure the capacity of the stand is under control and within allowed limits.

6. Stand contractors team registration

tips for

COVID-19
PREVENTION



Register stand contractors'
team

- Stand contractors team needs to be pre-registered before the event, and WindEurope needs at least one contact person per team that can be reached onsite and after the event.
- This person will be responsible for your stand onsite, ensuring that the capacity of the stand is within approved norm, and all H&S measures are in place.
- It is responsibility of exhibitor during the event and stand contractor during the build (when relevant) to ensure the capacity of the stand is under control and within allowed limits.

Access
[Stand contractors team registration](#)

Deadline:
9 April 2021

7. Schedule your meetings with clients

tips for
COVID-19
PREVENTION



Avoid crowds

- Keeping everybody safe will be depending on a good traffic management on every single stand.
- Schedule, wherever possible meeting with your clients before the event.
- Keep a schedule on the stand, which will allow you to host clients within the capacity of the stand.
- Consider a response procedure if you will have to too many visitors on your stand.

It is the responsibility of the exhibitor during the event to ensure the capacity of the stand is under control and within allowed limits.

8. Contactless registration.

tips for

COVID-19 PREVENTION



Print your badge
in advance

- Pre-register online before the event.
- Print your badge in the office before coming to the event.
- The registration for the event will be contactless. That means that all staff entering the venue needs to be pre-registered and bring their badges already printed.

3. DURING THE EVENT



1. Stand ready for visitors

tips for

COVID-19 PREVENTION



Wear a mask

- Arrive to the venue before the rush hours and bring your printed badge.
- Each stand should have a clear information at the entrance to the stand on what is their max. capacity. Use the official template to indicate the limit.
- It is very important that the capacity of the stand is respected. It is obligation of the exhibitor to manage the traffic on their stand. If there is a risk of visitors stepping into the stand in place other than entrance, tensa barriers (ropes and poles) should be used to prevent it.
- **Everyone on your stand must use a face mask** so make sure there is a good supply and hand them out to personnel and visitors if they do not bring their own. You might want to take the opportunity and brand yours?
- We recognise you cannot wear a face mask for some activities such as tasting or drinking. You should take additional protective measures such as a dedicated closed area away from the main flow of people or have protective screens.
- Remember to keep them minimum 1 meters apart.

Download
[Official stand capacity
template](#)

2. Visitors at your stand

tips for
**COVID-19
PREVENTION**



Keep your distance

- **Keep the track of your visitors.** It is important to have an access control system to identify and register the people who have visited your stand. This means traceability of contacts if we need to get in touch. You can use for that badge scanner offered by the registration provider.
- **Demonstrations** at the stand are possible only if well-defined seating space is indicated for that purpose. The space capacity then should be calculated at 2 sqm per seated person. The space should allow for one direction traffic at the stand.
- There should be appropriate signage for traffic in this area
- **Distribution of promotional materials:** In order to avoid any contamination, the dispensing of literature and promotional material at the stand is not recommended.
- If any giveaways are handed to visitors, they should be disinfected.
- As for today, **stand receptions on the exhibition stands are not allowed** due to restricted space and the risk of crowd. In case there is relaxation of this rule, all exhibitors will be notified.

Download
[Official stand capacity](#)
[template](#)

3. Safety at your stand

tips for

COVID-19 PREVENTION



Disinfect objects and surfaces

- General **cleaning of the stand** will be performed by the Bella Center cleaning team. If you wish to disinfect your stand in the end of the day – please book this additional service through Bella Center web shop.
- During the day – keep your stand clean. Disinfect table tops and counter tops on regular basis.
- If someone (a member of the staff personnel, a supplier etc.) displays **COVID-19 symptoms** they need to be immediately examined at the nearest medical assistance point.
- If medical personnel consider they are a suspicious case of COVID-19, WindEurope needs to be informed.



4. Food and drinks at your stand

If you are looking to offer food and drinks to visitors these should:

- Be in individual-format packaging to enable visitors to hold the packaging and taste the products in a dedicated area, having previously washed their hands. Remember not to offer food in bulk or in formats where a single product may have been handled by several people.
- Coffee and tea served in closed disposable cups
- If you offer food that is to be handled before being offered this should be performed by accredited personnel from the venue

[Download
Official stand capacity
template](#)

4. AFTER THE EVENT





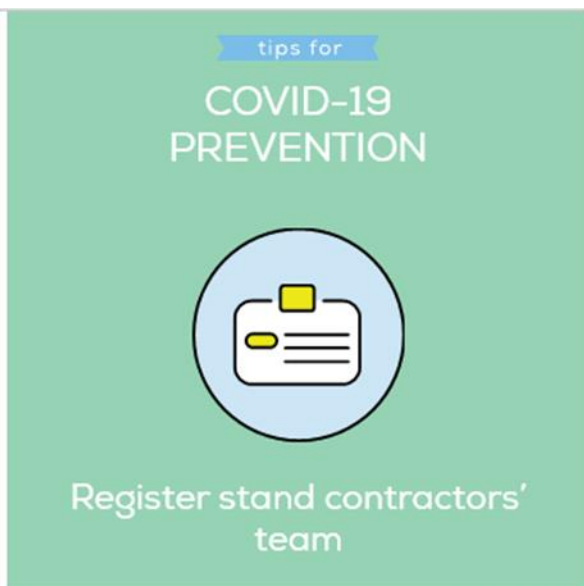
1. Plan your break down

- Plan your break down schedule carefully.
- Take into consideration the event timetable, as the basic package / space only stands can start the **dismantle as from Friday 30 April.**
- Involve in your planning official freight forwarding partner – CEVA, so the empty cases are delivered to your stand in good moment.

[Download event time table](#)

[Download shipping instructions](#)

2. Stand contractors team registration – required also for the break down!




- Stand contractors team needs to be pre-registered before the event, and WindEurope needs at least one contact person per team that can be reached onsite and after the event.
- This person will be responsible for your stand onsite, ensuring that the capacity of the stand is within approved norm, and all H&S measures are in place.

Access
[Stand contractors team registration](#)

Deadline:
9 April 2021

3. Stand break down

tips for
COVID-19
PREVENTION



Respect capacity limits

Stand break down – the same safety measures apply, as during the build up onsite:

- Facemasks must be worn in the exhibition halls.
- Stand capacity during the build is **4 sqm / per person**. That means that i.e. the stand of 20 sqm can have up to 5 workers.
- During the build of the stand – if the social distancing of at least 1 meter cannot be kept – face mask is compulsory.
- Personal hygiene measures must be observed where at all possible.
- Build teams will work and remain in set teams.

It is the responsibility of contractor during the build (when relevant) to ensure the capacity of the stand is under control and within allowed limits.



Any questions?



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