



**Wind**<sup>•</sup>  
**EUROPE**

**ELECTRIC  
CITY2021**  
23-25 NOVEMBER  
COPENHAGEN

**COVID 19 H&S guidelines**

Latest update: 10.11.2021

[windeurope.org/ElectricCity2021](https://windeurope.org/ElectricCity2021)

# Welcome

Dear Exhibitor,

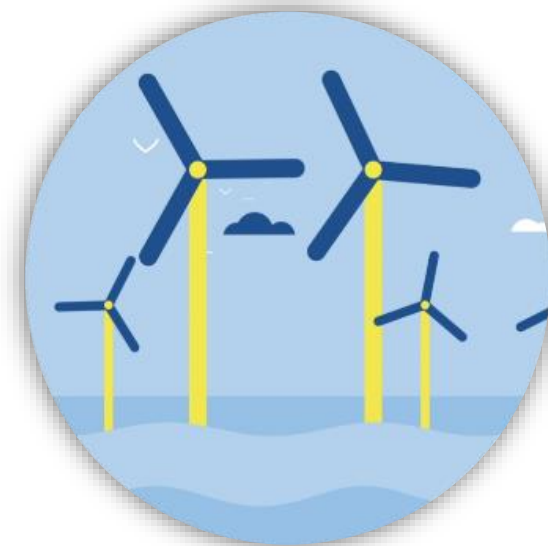
The ongoing health situation has led to considerable realignment in the organization of our events, but we are well able to adapt!

The safety and experience of all attendees, exhibitors and visitors will be our absolute priority, and for this reason we have made several changes 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.

Aleksandra Nowak  
Senior Exhibition Manager





# Contents

## GENERAL GUIDELINES

- Event Health and Safety Protocol
- Covid-19 status proof
- General hygiene and safety recommendations

## BEFORE THE EVENT

- Health and Safety Declaration
- Risk Assessment
- Stand design
- Stand contractor registration
- Schedule meetings at your stand

## DURING THE EVENT

- At your stand
- Catering

## AFTER THE EVENT

- Stand breakdown
- Stand contractors registration

# GENERAL GUIDELINES



# Event Health and Safety Protocol

## HEALTH & SAFETY PROTOCOL

WindEurope Electric City 2021

**Wind** • **ELECTRIC**  
**EUROPE** **CITY 2021**  
23-25 NOVEMBER  
COPENHAGEN

[windeurope.org/ElectricCity2021](https://windeurope.org/ElectricCity2021)  
August 2021

- WindEurope is working together with the Bella Center and the Danish authorities to create a secure WindEurope Electric City 2021 event. We acknowledge our common responsibility to maintain a safe environment for all.
- We've worked on an end to end process covering all event aspects from planning and design to build up, event and break down period.
- We've conducted a detailed event's risk assessment and put together a set of measures and recommendations aiming at creating a successful business event while maintaining the highest level of safety and comfort.
- You can find **[the general Health and Safety Protocol for the full event under the link here.](#)**
- Further in this file, you will find details more focusing on steps you need to take as an exhibitor / stand contractor.





# COVID-19 status proof

Anyone wishing to access Bella Center, at any time during the WindEurope tenancy days - from build up days, through the event days until the break down – needs to have **valid Covid-19 status proof**.

Upon arrival, all event attendees will be asked to show either:

## 1. Proof of full vaccination

- EMA approved vaccination (BioNTech Pfizer, Moderna, AstraZeneca, Janssen Pharmaceutica). The last day of vaccination needs to be 14 days before the date of venue entry. Other vaccines will not be accepted and will require a proof of negative PCR test.

## 2. Proof of immunity

- If you have previously been infected with Covid-19, you can use this as documentation by showing the result from your positive PCR test. Positive rapid antigen tests cannot be used as valid documentation. Your positive PCR test must have been taken within the past 14 to 180 days (6 months) to qualify.

## 3. Proof of negative test

- Only official PCR negative test result from within the last 48hrs will be recognized, self tests will not be accepted.
- Tests are free for foreign visitors in Denmark.
- Closer to the event date, we will provide a list of test centers in the vicinity of Bella Center including opening hours, test booking procedure and response time.

# General hygiene and safety recommendations



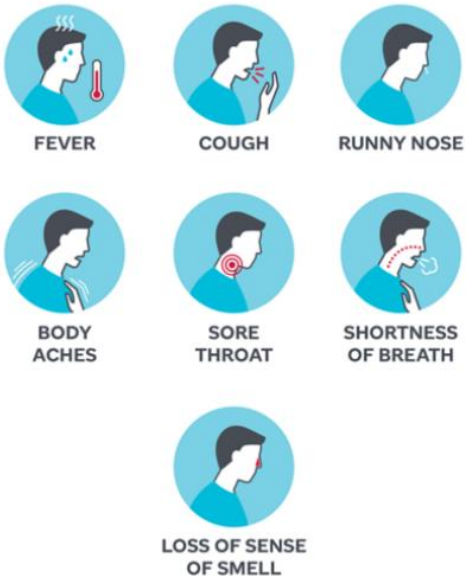
Our highest priority is to ensure safety of all participants of the event. We want to make sure that everybody feels comfortable inside the venue.

Keeping in mind that we all have now very different perception of personal comfort zone, we would like to recommend the following:

- Respect others' preference in keeping social distance;
- Wash your hands regularly and use disinfectant when entering the venue/stand;
- Help raise awareness about hand hygiene and coughing or sneezing into handkerchiefs or elbows and discard used handkerchiefs immediately;
- Follow the right-side traffic. Leave enough space for others to move freely and keep distance.

# General hygiene and safety recommendations

## PRIMARY SYMPTOMS OF COVID-19



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 experience any serious symptoms. Always call before visiting a doctor or health facility.

The venue has a detailed process in place to handle a potential Covid-19 case onsite. If you experience any of the above while at the venue, please call Bella Center emergency number +45 32 47 24 20



# BEFORE THE EVENT





# Health and Safety Declaration

As part of the safety measures, we ask all exhibitors to fill in the Health and Safety Declaration:

- Please indicate who will be your **main contact person**. This person will be responsible for your stand onsite, ensuring that all H&S measures are in place.
- **Important!** It is responsibility of exhibitor during the event and stand contractor during the build (when relevant) to ensure that all the staff working on the stand is registered and has a valid Covid-19 status proof.

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

**Deadline:**  
**24 September 2021**



# Risk assessment

The risk assessment is a compulsory document every exhibitor needs to submit:

- It needs to include Covid-19 measures covering stand build, event and stand break down. It is usually a document provided by your stand contractor.
- Every exhibitor and stand contractor is expected to have a procedure in place allowing to monitor the health of the staff, as well as clearly outlined steps in case one of the team member gets a positive Covid-19 test result. These should be included in the risk assessment submission.

**Deadline:**  
**24 September 2021**



# Stand design

Based on the H&S Protocol for the event, we have a two-way traffic in place in the exhibition aisles. There are **no capacity restrictions** for the stand and **no requirements for separate entry and exit points**.

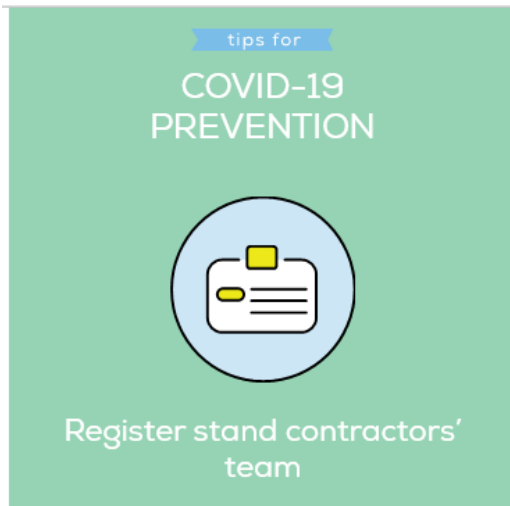
When you are working on the design of your stand, keep in mind following:

- Exhibitor staff is responsible for managing visitors at their stand with plans in place to avoid potential overcrowding.
- Demonstrations at the stand are possible only if well-defined space is indicated for that purpose.
- We recommend that safety screens are installed at the customer service points.
- We encourage all exhibitors to have hand sanitizing dispensers available at the entrance to their stand with the appropriate signage.
- It is recommended that the seating space at the stand is designed in the way that it allows for a comfortable distance between seats.
- For more detailed regulation on the stand design, related to the fire regulations etc., please refer to the dedicated section in the **Exhibitor manual**.

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

**Deadline:**  
**24 September 2021**

# Stand contractors registration



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.

- Stand contractors' teams should work and remain in set teams.
- **Important!** Only staff with the valid COVID-19 status proof will be allowed to enter the venue. It is sole responsibility of the exhibitor to ensure that their staff has all required documents before coming onsite.

**Access**  
**[Stand contractors team registration](#)**

**Deadline:**  
**5 November 2021**



# Schedule meetings at your stand

tips for  
COVID-19  
PREVENTION



Avoid crowds

Keeping everybody safe will depend on a good traffic management in the exhibition halls and on each and every stand. While WindEurope takes care of the traffic management at the venue and in the exhibition aisles, we count on exhibitors to manage the traffic on their stands.

- Schedule, whenever possible, meetings 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 that the stand is not overcrowded.

# DURING THE EVENT



# At your stand

tips for  
COVID-19  
PREVENTION



Disinfect objects and surfaces

- **Do you want to keep the track of your visitors?** You can use for that badge scanner offered by the registration provider.
- **Distribution of promotional materials:** If you have any literature an/or promotional material that you wish to distribute to visitors, please handle them with care. Avoid too many people handling these materials. Consider if they should be disinfected.
- As for today, **stand receptions** on the exhibition stands are allowed. Remember to use the official caterer, who ensures safety of all served food and beverages.
- General **cleaning of the stand** will be performed by the Bella Center cleaning team. If you wish to order additional cleaning for your stand, 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.

After more than a year of social distancing, we all have different, personal comfort zones. Think how to make your stand comfortable and welcoming to all participants.



# Catering

If you are looking to offer food and drinks to visitors at your stand, keep the following recommendations in mind:

- Offer food 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.
- If you offer food that is to be handled before being offered this should be performed by accredited personnel from the venue.
- Coffee and tea should be served in disposable cups.

**Access Bella Center web shop  
through [the Exhibitor Zone](#)**

**Deadline:  
14 October 2021**

# AFTER THE EVENT







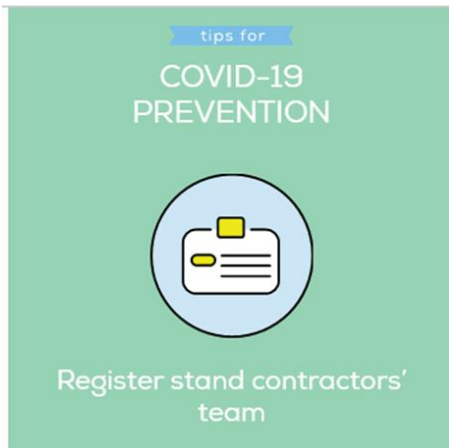
# Stand break down

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

[Download  
event time table](#)

[Download  
shipping instructions](#)

# Stand contractors 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.
- Remember Stand contractors' teams should work and remain in set teams.
- **Important!** Only staff with the valid Covid-19 status proof will be allowed to enter the venue.

**Access**  
**[Stand contractors team](#)**  
**[registration](#)**

**Deadline:**  
**5 November 2021**

# Any questions?



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