



MESSU- JA  
TAPAHTUMAJÄRJESTÄJÄT

Member companies of The Association of Trade Fair and Event Organisers in Finland

## Self-monitoring guidelines for pandemic

*The guidelines have been updated 24 June 2020*

The member companies of The Association of Trade Fair and Event Organisers in Finland and their partners want to ensure the safest possible participation in fair events for exhibitors, exhibition builders and visitors alike. The guidelines also aim to minimize all health risks for staff of trade fair organisers, partners and stakeholders. The guidelines are based on the recommendations of UFI, the international umbrella organization for the trade fair industry.

Each member company of The Association of Trade Fair and Event Organisers follows the guidelines as comprehensively as possible and in accordance with its own premises and events. Exhibition centers and other similar facilities where exhibitions are arranged are already inherently large in size and have been built specifically for large public events. For this reason, their level of hygiene is already high. During a pandemic, the safety at events will be increased by the following measures:

### Hygiene

#### Hand disinfection

Hand disinfectant points are placed e.g. at entrances, in halls and spaces between halls. Additionally, hand disinfectant is available in all toilets.

#### Face masks

Face masks are available at exhibition entrances.

The usage of face masks is in compliance with authorities' recommendations.

#### Sanitary facilities

There are plenty of toilets in the exhibition centers and other premises where exhibitions are organized. Toilets are cleaned and disinfected several times during the day (toilet seats, washbasins, taps). Hand disinfectant and soap are available at all times in the premises. Safety distances are clearly marked in the waiting areas of the toilets.

#### Public areas

Public areas are cleaned several times during the day. For instance, service desks, cloakroom desks, gates, keyboards for ATMs and parking ticket automats are regularly disinfected.

## Restaurants and cafés

Restaurants and cafés strictly follow the recommendations issued by the authorities for restaurant and café operations. Safety distances are ensured at the premises and buffet meals are avoided. Individually packaged portions are preferred.

## Instructions for visitors

At entrance areas visitors are reminded that they can visit the exhibition only if they are completely free of symptoms. Public areas have clearly marked safety distance stickers, hand washing instructions, reminders regarding coughing and sneezing etiquette and avoiding shaking hands. This is done with bilingual signboards and videos. Guidance on how to visit exhibitions safely is available not only on the exhibition premises but also on the exhibition organiser's web pages and social media channels, so visitors can get acquainted with them in advance. The exhibition areas have enough staff to guide visitors.

## Electronic transaction

Clients are instructed to make transactions electronically. Public exhibition tickets can be purchased in advance online and registration to professional events can be also be done online in advance.

## Managing visitors

The exhibition organisers regulate the number of persons inside at the same time in accordance with the regulations of authorities. The number of entering visitors can be spread over and visiting time can be limited if necessary. How visitors are spread in the halls and how safety distances are observed will be monitored utilizing existing video surveillance equipment and with the help of exhibition staff circulating the premises. Potential queuing locations such as entrances, cloakrooms, restaurants and cafés have safety distances clearly marked and more security staff than usual. Exhibition hall corridors are wide enough and safety distances are marked. Visitors are instructed to move according to routes with signs showing the directions. If necessary, risk groups can be offered own visiting hours.

## Elevators

In front of elevators there are information signs showing the number of persons allowed in the elevator at the same time. It is, depending on the size of the elevator, 1 or 2 persons at the same time. As an alternative to using the elevator, it is possible to use the stairs. Stair railings are cleaned more intensely.

## First Aid staff

The exhibitions have a First Aid point with staff that knows how to act if someone at the event suspects that he has been infected with Corona.

## Protecting staff

Cloakrooms and service desks should have transparent plexiglasses if possible. Face masks are available for staff and they have the possibility to disinfect their hands.

## Exhibitors

Exhibition stands should be designed so that stand staff and clients can maintain sufficient safety distances. Exhibitors inform the exhibition organizer the exact number of persons working at the stand. To ensure adequate ventilation, solid roof structures in the stand are not yet permitted. Exhibitors should provide hand disinfection facilities to their staff and visitors. Exhibition objects

that are touched should be cleaned frequently during the day. Sweets or small exhibition giveaways that visitors can take on self-service basis cannot be offered. Hygiene regulations must be strictly observed at stand catering.

## Training

Staff and partners are engaged and trained for enhanced pandemic prevention measures. Safety instructions are enhancedly communicated in multi-channels to all stakeholders.

*The Association of Trade Fair and Event Organisers in Finland covers professional exhibition organising in Finland comprehensively.*

*Members are: The Finnish Fair Cooperation, Tampereen Messut Oy, Turku Fair Center, Lahti Sports and Fair Centre, Jyväskylä Fair Ltd, Pohjois-Suomen Messut ry, Pohjanmaan Expo Oy, Housing Fair Finland, Mediapro Messut Oy, Riihimäen Messut Oy and KPK Events. [www.messutsuomessa.fi](http://www.messutsuomessa.fi)*

