

Your recipe for a successful event:

# Exhibitor information

Prepare for Pharmapack Europe in the Covid-19  
context



# Everyone has felt the impact of the COVID-19 pandemic.

As organisers of Pharmapack Europe and Porte de Versailles venue operators, safety and wellbeing of everyone involved is our top priority. Informa Markets are well placed to integrate the globally developed AllSecure program of increased safety measures to maximise health and safety with minimal disruption to the events. We introduce the following rules for the upcoming Pharmapack Europe.

We recommend that exhibitors view these principles as the current guidelines and recognise that the additional health & safety standards may be adjusted to provide you with the optimal experience. As you're already aware, as an exhibitor you are responsible for the implementation and observance at your stand, and for compliance with all health & safety and fire protection regulations. In addition, general and specific Technical Guidelines for the event will continue to apply.

- Plan stand layout to factor physical distancing requirements.
- Organise the customer flow to manage the overall experience.
- Working together to ensure health and safety.

We are consistently monitoring the situation and will follow local government and authority's guidance in consultation with Porte de Versailles.

We believe it is in everyone's best interests to stay updated with the guidelines!



## Stand Design

In Paris, France, the physical distance to be kept at all times is 1 meter.

Stand layouts must satisfy hygiene, physical distancing and protection requirements.

Organise your stand with clearly displayed entry and exit points on and off stand, when possible.

Minimise physical touch points, physical products, and shared equipment.

Schedule deliveries e.g., furniture and audio-visual equipment to minimise stand occupancy and activity, at any one point.

Stand materials should be prefabricated to reduce onsite capacity and activities, at any one point.

No enclosed meeting rooms allowed.

Consider all participants, including those with disabilities.

## Stand Capacity

- The maximum number of individuals allowed on your stand, at any one point, in compliance to local physical distancing requirements.
- Balance the on-stand customer and exhibiting staff total capacity, at any one point during show days.
- Display the maximum capacity number visibly on your stand.

	On Stand Total Capacity Guidance			
	6m <sup>2</sup>	9m <sup>2</sup>	12m <sup>2</sup>	15m <sup>2</sup>
1 m	2	3	4	5

## Risk Management

- You will need to carry out a Risk Assessment, as usual, and should be available onsite for the exhibiting team reference.
- New hazards and proposed health and safety controls should be recorded in the associated stand risk assessment(s) to protect staff and customers.
- One person must be responsible for health and safety, they must always be physically onsite and reachable.
- Risk Assessments should be available onsite for the exhibiting team reference.
- Brief exhibiting staff on physical distancing, hand hygiene and respiratory etiquette associated with the host country.

## Plan your trip

- Observe travel and quarantine regulations at the time of event – at source and in France.
- Recommend applying self-declaration on the health status of exhibiting staff prior to travel.
- Check any vulnerability group restrictions prior to nominating exhibiting staff.
- Collect travel itinerary e.g., flight, hotel, departure and return dates for all exhibiting staff.
- Monitor France public transport availability.
- Do not travel to the event if you are feeling unwell, if you are coughing, have symptoms of a cold, or a fever, or if you have been in direct contact with someone who had a COVID-19 infection (laboratory-confirmed) in the past 14 days.

## On Arrival

- Pre-register prior to arrival and keep your badge with you (for both build-up, break down and show open days).
- Ensure full registration of the onsite team – support contact tracing.
- Ensure that teams always display identification.
- Use all available entrances and exits to minimise crowd congestion.
- Routine security measures will operate in collaboration with new health measures.

## Personal Protective Equipment

PPE is the lowest level of control 'last resort' and stronger measures should be followed initially e.g., removal of product, substitution for physical product, change in design and/or material, physical distancing, cleaning regimes.

- Ensure adequate PPE available for exhibiting staff, including build and breakdown if applicable.
- Ensure all exhibiting staff know how to wear, remove, and dispose of PPE safely.
- Face coverings should always be worn.
- Have gloves available for any product handling.
- Required PPE must always be worn correctly.

## Build and breakdown

- Health and safety considerations must be factored into the construction and dismantlement phases, not only the show days.
- Physical distancing requirements shall NOT supersede safe working practices.
- Onsite physical distancing and hygiene measures may delay planned routine build and breakdown times.
- Schedule time slots for your suppliers / trades, e.g., graphics, flower arrangement, stand cleaner, to factor physical distancing: one supplier at a time.
- All tasks must be confined to contracted stand space, once the flooring has been laid.
- Construction must be completed within permitted hours.
- No late working will be available due to hall deep cleaning programs.
- Total number of individuals, e.g., contractors, sub-contractors, exhibitors, suppliers etc. at any one point, must not exceed open area total

Open Area Capacity Guidance				
	6m <sup>2</sup>	9m <sup>2</sup>	12m <sup>2</sup>	15m <sup>2</sup>
1m	2	4	5	6

## Hygiene

- Follow and encourage health and safety advice of France.
- Advise staff to wash hands in line with the World Health Organisation guidance, at every opportunity.
- Maintain and record evidence of a regular cleaning regime throughout show days.
- Provide alcohol-based hand sanitiser on all stands. Disinfectant dispensers must be provided at entrances and exits to stands.
- Ensure all equipment, products and material surfaces are correctly cleaned at the end of each day.
- Consider the type of furniture surfaces – hard surfaces are easier to clean than material based.
- Exhibits should be presented behind glass (in display cases or similar). These surfaces must be disinfected regularly.

## On stand Activity

- Consider wired internet connections to facilitate more technology usage.
- Capture leads contactless methods.
- Provide electronic brochures and product information.
- Essential demonstrations or activities must maintain physical distancing among audience.
- Display products to avoid handling.
- When distancing cannot be maintained, physical barriers must be adopted e.g., sneeze guards, Personal Protective Equipment.
- Avoid activities that promote queuing.
- Schedule appointments in advance to minimise crowds.
- Visible sanitisation for shared equipment and materials.
- Avoid hospitality food items and use official caterers – remove shared confectionary and free beverages from stand.
- Display clear visual signage and markings to maintain proper distancing.
- Touchpoints where physical distancing cannot be achieved must be protected by appropriate screens / barriers.
- Stand Parties, drinks and gathering on stand are not permitted under any circumstances.
- Avoid hospitality and/or general seating areas to minimise the likelihood of congregating.
- Remove customer samples and promotional items, unless adequate hygiene controls in place.

## Onsite

- Areas of potential high density may apply one-way systems to minimise the likelihood of congestion - ensure teams comply.
- Ensure teams read and follow onsite health and safety signage.
- Information hubs will remain onsite and be protected by the appropriate screen / barrier.

## Meetings

- Consider the use of screens / barriers if you intend to sit and talk with your customers.
- Where necessary, provide adequate physical distancing between seating.
- Official supplier GES will provide possible solutions, when necessary.

## Medical

Any high temperature readings will activate the onsite medical team to follow the local health authority's guidance.

## Emergency

In the event of the general alarm being raised and action being required due to a Fire, Security, Natural Disaster incident, as examples; these take priority over COVID-19 controls, and you must follow the organiser / venue guidance.

## Communication

Informa is working with Porte de Versailles and the authorities, and arrangements are in place to provide assurance to you that:

- Regular and full sharing of information.
- Information on accessing public health advice is available.
- Consistent onsite messaging.

**All details above are based on current knowledge and may be adapted in response to future status and/or requirements. Should changes be made, we will naturally inform you as quickly as possible.**