



# LATEST INFORMATION ON INTERNATIONALE HANDWERKSMESSE



## Your planning security

We as your trade fair team for IHM and Garten München have summarised, in accordance with the hygiene concept of the Bavarian state government for organisation of trade fairs, the latest specifications and answers to your questions here.

## Important

Measures in place are checked continuously. Regulations may be relaxed if the current situation improves. We will of course inform you immediately of important changes.

## Common values – Your secure platform for successful business



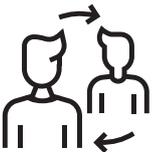
### Appreciation

We advocate respectful coexistence – even if the processes and general conditions on site will be somewhat different to what we may have become familiar with the past few years. Together we represent the reopening of the economy!



### Responsibility

If someone feels ill, they stay at home and protect their fellow human beings.



### Transparency

We live open communication. Changes in the situation and recommendations for action are continuously checked, adjusted and communicated.



### Openness

The current situation presents us with new challenges every day. We must find the best way forward for everyone and therefore we are open to new ways of doing things.



# 1. A safe location – what to keep in mind

## Visitors and exhibitors on the trade fair premises

### 1.1. Is there a restriction on the number of visitors on the premises or in individual exhibition halls?

For us as the organiser, there is a limit for the number of people based on the size of the event area and the period of stay. Thanks to the entry controls, we always know how many people are on the event premises. Measured by the number of visitors in recent years and in view of the size of the available event space, there are no visitor restrictions. With a minimum aisle width of 3 meters, we create the basis for maintaining the minimum distance of 1.5 meters and for ensuring that visitors feel safe and comfortable.

### 1.2. How are visitor contacts recorded on the trade fair premises?

All trade fair participants are already registered by having purchased a ticket, i.e. your visitor ticket, exhibitor ID, or service partner ID provides you with access authorisation in advance. Thanks to the entry controls, we always know how many people are on the event premises. We use this as the basis to ensure that the minimum distance of 1.5 metres can be maintained and contacts are recorded. In addition to the corona warning app from the Robert Koch Institute, we recommend that all trade fair participants use the Qroniton solution (TU Munich): every trade fair participant can use it to transparently document contact chains – in compliance with data protection regulations and offline, of course.

### 1.3. What needs to be considered when arriving and departing?

When arriving and departing by public transport, the applicable local public transport rules apply. The exhibition centre also has a parking space plan with sufficient parking facilities.

### 1.4. Which regulations apply to the lecture forums?

The minimum distance of 1.5 metres applies in forum areas. Measures such as access control and appropriate seating ensure that this can be complied with.

### 1.5. Will there be special routes through the halls?

Visitors will not be assigned walkways or one-way routes. All the aisles at IHM, «Handwerk & Design» and Garten München were designed to be 3 metres wide. In this way, everyone involved has a safe trade fair experience, and encounters take place at eye level. Special regulations and floor markings are implemented at the known hubs, such as entrance areas or cloakrooms, where there could well be queues and higher numbers of visitors. We will also ask visitors to start their visit in their main area of interest and go to the relevant hall first.

## Hygiene- and safety measures

### 1.6. Is medical care available at site?

The medical service is always present at events – from setting up, throughout the entire duration of the fair, up to dismantling. The first aid station is located at West Entrance. First aiders and doctors will treat medical emergencies right there on site. Should it become necessary, they are supported by the public emergency services. There is also a hygiene officer on site.

### 1.7. How do you ensure good ventilation in the halls?

Good ventilation is ensured by a dedicated ventilation concept. The exhibition halls are equipped with modern ventilation systems that are operated with the highest possible proportion of outside air and the lowest possible level of recirculated air. The indoor air is also replaced with fresh, outdoor air at increased levels.

### 1.8. Face masks indoors

It is currently mandatory to wear face masks throughout the interior of the event area, regardless of whether the minimum distance can be maintained. Exceptions only apply in the catering areas.

### **1.9. Face masks outdoors**

Wearing a face mask is mandatory in the outdoor areas of the exhibition centre, e.g. the Atrium, as well.

### **1.10. What cleaning measures are you implementing?**

Apart from the fire doors, all door systems will be open at all times in order to reduce contact with surfaces. Door handles and handrails will still be cleaned regularly. The sanitary facilities are also cleaned more frequently. Sufficient hand washing and disinfection options have been provided.

## **At the exhibition stand**

### **1.11. Is catering allowed at exhibition stands?**

Catering at exhibition stands is allowed, but restricted to packaged food or drinks. The Bavarian regulations for catering operations, which our service partners are familiar with, will apply. You are also allowed to arrange your own catering at your stand. A minimum distance of 1.5 metres must always be observed, food and beverage counters should be provided with protective devices, and food and drinks should only be handed out or served by service or buffet staff. If employees hand out food or drinks, they must be required to observe the infection protection measures and trained accordingly. If catering is offered at a stand, the exhibitor must record the contact details and the presence of the partners present at the stand.

### **1.12. What are the rules for catering operations with seating areas?**

The regulations that are tried and tested in the catering industry at the time will apply. The hygiene guidelines contain the basic requirements for every operation and include the hygienic materials required for the operation and personal hygiene, documented cleaning and training measures, as well as in-house control and hazard analysis according to HACCP principles. Visitors may remove their face masks at tables. Contacts in catering areas must be documented separately.

### **1.13. Are bar operations allowed?**

Consumption at counters is not possible, and bar stools are not permitted at counters. Counters are mere distribution points. Consumption is possible subject to the conditions mentioned under point 1 or in the catering areas.

### **1.14. Are self-service buffets allowed?**

Food buffets, coffee machines, and self-service drinks counters are not permitted. Open food, cutlery including stirrers, serviettes etc. must be individually packaged for self-service. Food and drinks may only be handed out or served by service or buffet staff. If employees hand out food or drinks, they must be required to observe the infection protection measures and trained accordingly. Among other things, it is mandatory for them to wear face masks.

### **1.15. Are there any specifications for stand design?**

There are no special requirements for stand design. However, the general distance rules apply, and must e.g. be taken into account when planning meeting rooms or tables. The easier it is to adhere to the distance rules, the more comfortable visitors will be. The basic requirements for catering must be met for catering operations at exhibition stands, e.g. Plexiglas protective screens at distribution points. We also recommend protective screens for exhibitors with market stalls or bar counters.

### **1.16. Face masks at exhibition stands**

Face masks are mandatory at trade fair stands as well, whether for visitors, for the service staff at the counters, or for your employees. Face masks must also be worn by all those involved in consultations at the table. The exhibitor must also ensure that the minimum distance of 1.5 metres is strictly maintained at all times and that the contact details of partners are recorded. The exhibitor is free to decide how these data are recorded: either using their own digital recording tool or with the help of the Qroniton solution, which we make available to all trade fair participants free of charge. Alternatively, details can be recorded manually, e.g. by way of a list or business card.

### **1.17. Is there a limit to the number of visitors allowed at an exhibition stand?**

Because it is mandatory to wear face masks, there is no limit for the number of visitors at exhibition stands. It remains important to properly maintain the minimum distance of 1.5 metres.

### **1.18. How are visitor contacts recorded at exhibition stands?**

Visitors who initially only want to look around or acquire a product directly do not have to be recorded again by the exhibitor. In this case, it is sufficient to register for the trade fair by purchasing the online ticket or redeeming a voucher. In the case of sales talks at the exhibition stand, whether at a meeting, banquet, standing or high table, the visitor's contact details as well as his/her presence must be documented. The exhibitor is free to decide how these data are recorded: either using their own digital recording tool or with the help of the Qroniton solution, which we make available to all trade fair participants free of charge. Alternatively, details can be recorded manually, e.g. by way of a list or business card.

### **1.19. Is there a way to avoid having to record visitors at stands multiple times?**

If a consultation takes place at the exhibition stand table, it is always required to record the visitor. As an exhibitor, you must document every single contact at entry and exit: either using your own digital recording tool or with the help of the Qroniton solution, which we make available to all trade fair participants free of charge. Alternatively, details can be recorded manually, e.g. by way of a list or business card. Visitenkarte.

### **1.20. Can product demonstration or sales take place in front of larger groups?**

When presenting products in front of groups, care must be taken to ensure that visitors are able to maintain the prescribed distances. As always, wearing a face mask is mandatory.

### **1.21. What must be considered for sales at exhibition stands?**

Service staff and your employees at food and drink counters must wear face masks. Wearing gloves is not required for selling at exhibition stands. We recommend regular hand washing and disinfection. We also advise you to organise cashless payment options as far as possible to avoid handling cash.

### **1.22. Must exhibits or stand surfaces be disinfected regularly?**

There is no regulation with regard to disinfection. However, as is currently successfully practiced, everyone involved is required to maintain regular hand hygiene. We, therefore, advise you to keep hand sanitisers at the exhibition stand, also as a service to your visitors. Regular cleaning, e.g. of exhibits, is also recommended.

### **1.23. Must exhibitors have hand sanitiser available?**

We will set up sanitiser dispensers at all essential points on the premises. However, we recommend that you have hand sanitiser available at your stand in order to ensure safe hand hygiene.

## **2. Your trade fair participation – full cost transparency**

IHM, «Handwerk & Design» and Garten München offer you a secure platform for sales, customer contacts and networking so that your business can pick up speed again. Your customers, like you, are looking forward to finally being able to make personal contact again. We offer you complete planning security.

### **2.1. Until when can I withdraw without being charged?**

Your registration for IHM, «Handwerk & Design» and Garten München is initially free of charge. The contract starts when you receive your admission. You can cancel your participation free of charge up to two weeks after your official admission. The current plan is to dispatch these from the end of September.

### **2.2. What happens to paid participation fees if the trade fair has to be cancelled?**

If, as the organiser, we have to cancel the trade fair contrary to expectations, we can assure you today already that you will get 100% of the space costs you paid back from us. The risk and costs of the trade fair, including marketing, are entirely borne by us. In this way we are doing our part to give all participants the greatest possible planning security in these uncertain times. We also make sure that any cancellation deadlines in your contracts with the service companies are usually several weeks before the trade fair.

### **2.3. By when must participation in the trade fair be paid for?**

The invoice for participation will be sent to you after admission, but not before January 2021. It is payable in full by 22. January 2021.

### **2.4. From which date do I get charged if I cancel?**

If you want to cancel your participation in IHM, «Handwerk & Design» and Garten München in full or in part regardless of whether the trade fair is officially cancelled, you will be charged the full costs from contract conclusion/admission in accordance with the participation conditions (TNB). However: In this case, too, we will endeavour to rent out that space in whole or in part, so that after having received full payment of the rented space from the new tenant, we will be able to reimburse you the amount obtained for this minus our expenses. All additional services ordered must be cancelled at the respective contractual partner.

### **2.5. When does planning start?**

The planning for IHM, «Handwerk & Design» and Garten München has started in July 2020. We will be adapting the necessary hygiene precautions and other space concepts as required by the current situation. With early registration, we can optimally carry out your stand and placement requests.



### 3. Overview of all hygiene information

- ✓ Observe the minimum distance of 1.5 meters.
- ✓ Avoid shaking hands or hugging people.
- ✓ Currently applicable: Masks are mandatory indoors and outdoors, at your table as well.
- ✓ Only in the catering areas visitors may remove their face masks at tables. Any contact must be documented separately.
- ✓ Provide secure payment methods.
- ✓ Provide disinfectants. Clean surfaces regularly after every business meeting.
- ✓ Wash hands regularly.
- ✓ Remember your coughing and sneezing manners.
- ✓ Stay home if you're ill.

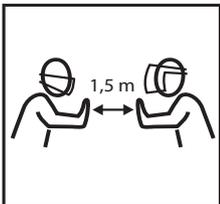
**GHM Gesellschaft für Handwerksmessen mbH reserves the right to create more regulations in compliance with statutory or official requirements or to restrict or revoke regulations that have already been made. On-site inspections by both the authorities and GHM Gesellschaft für Handwerksmessen mbH can be expected. Please note that it is your responsibility to provide protection against infection at your stand.**

### If you have more questions, please feel free to call us!

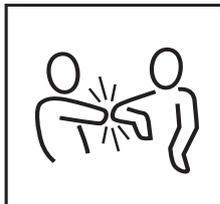
Your IHM and Garten München team, Cornelia Lutz: P.: +49 89 189 149 110



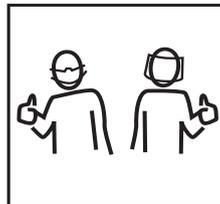
## HYGIENE INSTRUCTIONS



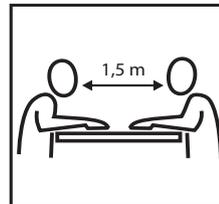
Observe the minimum distance of 1.5 m



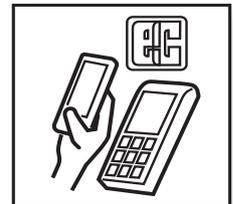
Avoid shaking hands or hugging people



Masks mandatory indoors and outdoors



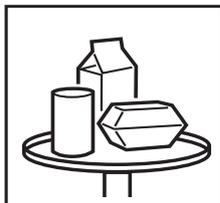
At your table: face masks, minimum distance and documentation



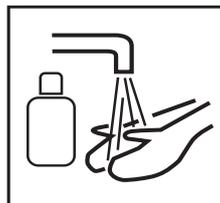
Provide secure payment methods



Provide disinfectants. Clean surfaces regularly after every business meeting



At the stand: packaged food and closed drinks only



Wash hands regularly



Remember your coughing and sneezing manners



Stay home if you're ill

**If the course of infection allows it in the autumn, policies may be relaxed and adjusted**