

GUIDELINE for infection control and hygiene on site for exhibitors of BIM World MUNICH

Finally the time has come - BIM World MUNICH has adopted a sustainable protection and hygiene concept which will enable you as an exhibitor to take part in our event almost as usual. For this purpose, the exhibition area as well as the conference rooms have been considerably enlarged. Thus we ensure that every congress participant can maintain the current minimum distances between each other and still have the usual number of congress participants.

The corridors and distances between the stands within the exhibition area were also extended and open spaces were created for a safe meet & greet, while maintaining the minimum distance, because personal contact between people is irreplaceable and more important than ever.

This enables us as the organisers of BIM World MUNICH to make the trade fair an experience for our exhibitors and visitors despite the corona measures. Nevertheless, a few rules of conduct will come your way, which we would like to explain to you below.

Primary protection goals and thus the foundation stones of all actions:

- Maintaining distance
- Enabling personal hygiene rules
- Traceability of contact persons level I (analogous to RKI specification)

The BIM World MUNICH will already take the following precautions for a successful implementation:

- The number of visitors will be tracked by exact tracking of the entrances and exits.
- The already existing visitor registration will also be used for possible contact tracing by authorities in case of infection. The same registration will be binding for exhibitors and event personnel.
- In the conference rooms, the respective maximum number of persons will be observed and distance will be maintained.
- We will also ensure that distances are maintained in the open forums.
- There will be no registration on site. All registration as exhibitors and visitors will be done online.
- Provision of sufficient disinfection stations distributed over the entire exhibition and conference area and extensive spit protection in sanitary facilities, catering and information counters
- Floor markings in places where people could accumulate (e.g. entrance and exit, catering...) to maintain a minimum distance of 1.5m.
- Sufficient and spacious meeting areas to be able to hold customer meetings outside the stand areas, while maintaining the minimum distance.
- Regular cleaning and disinfection of contact surfaces

- Continuous ventilation of the entrance areas, exhibition halls and meeting rooms without continuous air circulation.
- Implementation and adaptation to the currently valid industry-specific regulations of the catering trade and catering stations
- Informing the participants about the protective and hygiene measures taken and their observance already in the run-up to the trade fair and on site by means of suitable media, e.g. notices, flyers, pictograms, loudspeaker announcements
- Medical service on site: The medical service is always present - from the set-up to the entire duration of the trade fair to the dismantling.
- Compliance with the recommendations of the Robert Koch Institute on hygiene.
- An extensive contingent of mouth-and-nose covers is kept ready at the entrances. A mouth-and-nose cover is obligatory for all visitors until further notice, as long as the minimum distance of 1.5m between visitors cannot be maintained. At places where the minimum distance to each other can be maintained, the mouth-nose cover can be temporarily removed.
This regulation could change by November, but we currently assume that this will also be the case at BIM World MUNICH.

Our exhibitors are recommended to observe the following regulations:

Stand design

We recommend that you contact your stand constructor in good time so that the information can be incorporated into your planning.

- Design the stand so that the minimum distance of 1.50 m between people can be maintained. In doing so, it is important, for example, to avoid narrow spots, e.g. by using floor markings on larger stands, to provide sufficient space between exhibits and to separate meeting areas, e.g. with room dividers.
- Due to the requirement to wear a mouth-and-nose cover, the number of visitors to the stand is not limited.
- For areas with a high risk of infection (e.g. reception counters, meeting areas), in which the minimum distance cannot be maintained under certain circumstances, additional safety measures should be applied to prevent droplet or smear infections. Such measures may include, for example, a "spitting protection" made of Plexiglas, as known from the retail trade, the obligation to wear protective masks for the mouth and nose and the provision of disinfection facilities.

Possibilities for separating the areas and for attaching the hygienic glasses (splash protection) can be found in the webshop of our service partner Meplan:

<https://konfigurator.meplan.de/de/projects/BIMworld2020>

- In indoor areas, a mouth-nose cover must always be worn as long as the minimum distance of 1.5m between each other cannot be maintained. At places where you can keep the minimum distance to each other, the Mouth and Nose Cover can be temporarily removed.
- Before the opening of the fair in November we will check the current regulations again and consider the need for the mouth-nose cover.
- In any case, the exhibitor has to record and document the contact details of the contact person separately.
- In the context of product demonstrations or when actively presenting exhibits at the stand, precautions should be taken, such as allocating time slots, no physical contact of customers with the exhibit, hygiene measures at the exhibit, etc. should be observed.
- If possible, do not use touch displays. If they are absolutely necessary, they should be operated and regularly disinfected by stand personnel only.
- The exhibitor shall name a person present at the stand as contact person for the observance of hygiene and distance rules during the assembly and dismantling phase (e.g. construction manager of the booth builder)
- The exhibitor shall name a person present at the stand as a contact person for compliance with hygiene and distance regulations during the entire duration of the exhibition (e.g. stand leader)

As in the years before, our service partner Meplan will support you in the equipment and planning of your exhibition stand. Meplan is already informed and trained about the current measures and can advise and assist you in the planning. You can find the contact details in the webshop:

<https://konfigurator.meplan.de/de/projects/BIMworld2020>

If you have your stand planned and designed by your own stand constructor, please contact him so that he can design your stand in such a way that the above-mentioned protection goals can be achieved.

Further recommended measures:

- Regular cleaning and disinfection of door handles, handrails, frequently used surfaces, exhibits.
- Avoidance of physical contact with visitors through a "no hand shake policy".
- Physical contact points (counters, tables, door blades) should be avoided as far as possible.
- In the case of large partner stands (>64m²), access control should be implemented to avoid too high a visitor density on the stand.

We are certain that with these measures we have created a framework that guarantees the safety of all, even in Corona times, and that we can still offer you a corresponding trade fair quality. In addition, in recent months we have developed a hybrid trade fair concept to ensure that this year's BIM World MUNICH can be held with the greatest possible output for you even in times of Corona. Among other things, the news and information platform [BIM Studio 365](#), which gives you the opportunity to present and position yourself and your company in our network and our online community in advance of the trade fair. You will find more information on the digital supplement to the event on our homepage shortly.

BIMWorld Germany GmbH reserves the right to make further arrangements in compliance with legal or official requirements or to restrict or cancel arrangements already made. Controls by both the authorities and BIMWorld Germany GmbH are to be expected. Please note that BIMWorld Germany GmbH cannot issue any planning approval with regard to infection protection. It is your responsibility to protect your stand against infection.