



This document is valid for events that will take place during the Coronavirus state of emergency period, as established by the Italian Prime Minister and therefore - unless extended or anticipated solution of the same - until 31 December 2020.

With reference to:

- A. DPCM of 11/06/20 and to the guidelines for the reopening of economic activities issued by the State-Regions Conference on the same date
- B. Ordinance nr. 573 of Lombardy Region of 29/06/20 and attachment n ° 1 for the part relating to the Congress/Fair events

the following indications are referred for carrying out trade fairs and exhibitions, congresses and similar events.

These indications were also integrated with those relating to F&B catering services (with particular reference to the buffet services), to fitting up and breaking down activities and to those that refer to single exhibition spaces comparable to conference room.

General indications

Foreword

According to the particularity of the congress / exhibition activities due to the presence of dynamic flows of the participants, the routes within the areas will be planned and defined, limiting any cross-interference; avoiding interferences between the input flow and the output flow. Furthermore, near the areas with the highest turnout, there will be calm areas to allow the disposal of any possible gathering among entrances; refreshment areas; wardrobe; toilets; smoking area.

The event lay-out must evaluate the contagion risk and define the hands sanitization stations and the position and type of information signs to be affixed.

Convention Centre entrance procedures

Access to the venue will be allowed only after checking body temperature at all pedestrian and vehicle entrance gates. The use of masks inside the venue will be mandatory.

The dedicated pedestrian and vehicle access gates have been defined with particular attention to the correct management of flows.



An adequate calm zone will be provided before and after the reception in order to avoid gatherings; the definition of that area will depend on the expected flows and on the particularity of the event.

Entrances and Registration

The use of digital technologies will be promoted by the Organizer for the purpose of automate organizational and participatory processes through the incentive of pre-registration systems in order to avoid possible gatherings and in respect of privacy. The organizer must collect and keep a register of attendance for a period of 14 days. The Organizer can activate the cloakroom service managed by MiCo Staff. Clothings will be stored in special bags.

Conference rooms

In the conference rooms, all the seats will be set in order to guarantee the minimum spacing of at least 1 meter. The speakers' table and the podium for presentations must be set in order to allow a safety distance to let speakers / moderators talk without the use of the mask.

Information

Adequate information on prevention measures will be made available with specific signage, fixed signage and digital systems and by personnel in charge of monitoring and promoting compliance with the prevention measures making due reference to the sense of responsibility of the visitor himself.

Cleaning and hygiene

The cleaning activity will be intensified through the implementation of fixed controls of the toilets, and frequent cleaning of all the surfaces of greatest contact (handles, handrails, button panels, etc.). Hand sanitizer gel dispensers will be set up in the toilets, refreshment/food points and common areas.

The air re-circulation functions have been excluded in the Convention Centre, adequate ventilation and air exchange in the rooms is guaranteed; control and replacement of the filters and cleaning of the air treatment machines of the air conditioning systems is also guaranteed.

Fitting Up and Break Down

Fittings: there are no particular prescriptions on fitting materials, although it is suggested to prefer easily washable ones.



In exhibiting areas it is necessary to reorganize spaces between surfaces of the single exhibitors in order to support the compliance with the interpersonal distancing, evaluating the accesses quota to each booth; where possible, a separation of entrance and exit flows may be preferred.

Any information and promotion brochures, gadgets may be made available preferably in displays where visitors may serve themselves (after having sanitized hands) or by digital means.

Activities, where possible, should begin by mounting the separation walls between other booths, creating in fact and from the beginning a physical barrier to furtherly eliminate and/or reduce any interference and guaranteeing, in the meanwhile, social distancing.

Event Running

During the Event days it is necessary to provide access rules, in order to avoid gatherings and ensure the maintenance of at least 1 meter of separation among visitors.

Ensure a wide availability and accessibility to hand hygiene systems with sanitizing products, promoting their frequent use by customers and delegates.

Exhibition area

We remind that each Exhibitor, inside his own exhibition surface, being the subject who has the legal disposal of the area and therefore primary collateral holder towards the subjects that are inside the aforesaid surface, must comply with regulatory standards for the contrast and containment of COVID-19, in accordance with the guidelines of the relevant documents.

Exhibitors must provide by themselves for the guarantee of internal cleaning of their booths (Fiera Milano Congressi may provide for a cleaning and sanitizing service by declaring the execution modalities of the same and the type of used products).

During the exhibition days it is necessary to provide for access rules, in order to avoid gatherings and to ensure the maintenance of a minimum of 1 meter distance among visitors.

In case of handling of exhibited products from visitors/operators, preliminary sanitizing of the hands must be compulsory. As an alternative, single-use gloves must be made available and must be compulsory.

In any occasion of interaction, visitors and delegates must always wear a mask. The welcome desk may be equipped with physical barriers (as an example, screens); as an alternative, the attendees should wear a mask and have at their disposal sanitizing products for the hands.



Hospitality/Catering services inside the booths

Any dedicated seats must be placed in order to guarantee the maintenance of at least 1 meter distance between each visitor, such distance may be eventually reduced only by applying proper physical barriers between tables to prevent from infection by droplets.

Consummation at the bar is allowed only if the interpersonal distance of 1 meter can be guaranteed, it is possible to organize a buffet modality by administration from dedicated attendees, excluding the possibility, for visitors, to touch what exhibited and providing in any case the obligation of maintenance of the distance and the use of a mask to protect the breathing apparatus. A self-service modality may be eventually permitted for buffets which are realized exclusively with single-portion packed products. In particular, distribution of food must be organized to prevent the formation of gatherings also through the reorganization of the spaces in relation to the areas' dimensions; further, proper measures must be evaluated (as an example floor signage, barriers) to guarantee the interpersonal distance of at least 1 meter during queues to access to the buffet.

Service attendees which will be in contact with the visitors must wear a mask and must frequently sanitize hands with sanitizing products (before any table service). At the end of each table service usual surfaces cleaning and sanitizing measures must be considered, avoiding as much as possible any tool or container that can be reused if not sanitisable (salt and oil containers, etc.) instead of which single-portion containers are recommended.