

## EXHIBITOR GUIDELINES FOR COVID 19

Due to the Government Guidelines for Covid 19 at events, we wish to make you aware of the new rules for exhibiting with us. Compliance is mandatory,

You will be given an allotted time slot to arrive to set up. Please ensure you comply with this to avoid any unnecessary crowding at the set up entrance. If the time slot allocated needs to be changed please call us to do so as arriving at an alternative time, may result in you having to wait. **ONLY ONE PERSON IS ALLOWED ON THE STAND DURING THE SHOW.** Space is at a premium as the Government Guidelines allow only a certain number of people in a room at a time. You may have someone help you set up, but they cannot be allowed on the stand during opening hours as this will greatly reduce the number of couples allowed into the show.

**FACEMASKS MUST BE WORN AT ALL TIMES DURING THE SHOW.** Please ensure you put it on **BEFORE** you leave your vehicle as you will not be allowed in the venue or to set up without wearing it. Please respect the safety of our staff and others at the show at all times.

Please sanitise your hands before entry and leaving to the building and have your own supply to use throughout the day and use this regularly. You must also have anti-bacs wipes with you to clean any goods that you allow to be handled by visitors and bin liners for you to dispose of these safely at home after the show. **PLEASE DO NOT LEAVE SOILED WIPES FOR OTHERS TO DEAL WITH.**

You will be allocated a space and of course you must stay within the area allocated at all times to avoid unnecessary contact with others. Please do not wander around socialising as this can cause the spread of the infection.

Please adhere to 2 M social distancing to a minimum of 1 M for visitors to your stand. Please remain behind your stand and give visitors enough space to ensure compliance to the required distancing measures. **PLEASE REMEMBER DO NOT ATTEMPT TO SHAKE HANDS!** This is very easy to forget.

Please **DO NOT HAND OUT ANY LEAFLETS OR INFORMATION.** This should be available on your stand for visitors to collect themselves. Please do not have any unwrapped food such as sweets, mints, chocolates or cake to be taken from your stand.

Couples are required to ask you before they handle anything on your stand. Please do not allow anyone to handle anything that you cannot anti-bac wipe after they have touched it. Any items touched must be anti-bac wiped before the next couple arrives on your stand. We would advise that you handle our own photo albums, samples and colour charts allowing them to view your displays without the risk of passing any infection.

If you wish to take details from couples, any pens used by anyone but you must be anti-bac wiped after use and before anyone else uses them. Please have a bin liner for disposal of our used wipes. This must be taken home with you for disposal and not

left for the venue or our staff to deal with. Please ensure you take ALL of your rubbish home. If we have to arrange special clearance of this you will be charged.

We regret that tea, coffee or food will not be supplied so please bring your own refreshments to all shows.

Couples who have passed your stand are not allowed to turn back due to the strict one way system. They must continue round and then ask to be re-admitted at the entrance. They must only leave via the exit.

If you need to leave your stand for any reason please follow the one way system at all times.

Due to the limited number of people allowed in the exhibition hall at one time you will find that visitors are spread out with us only allowing a limited number of visitors into the rooms at one time. This is to comply with the social distancing guidelines from the Government and it will not be broken, even if it is quieter. This is to ensure the safety of us all. The up side to this is that you will have time to talk to everyone who wants your service and not miss lots of others who pass by while you are busy. But please remember, you should not be going forward from behind your stand into others socially distanced space at any time.

Breakdown must be sensible with you ensuring that you socially distance yourself from others at all times and do not do anything that is distressing or causes others to feel uncomfortable. It is not a race and if you wish to keep yourself and others safe please avoid any pinch points at the doorways when they are busy and just wait for your turn to use the space. If you are asked by the venue or out staff to return to your stand and wait, please do so. This is for your own safety and those around you.

We regret that any clients who do not comply with any of the above requests or who cause others concern, will not be allowed to exhibit at future shows and any funds paid for such will be lost.

We very much look forward to seeing you at the show and thank you for your anticipated assistance during this difficult period.