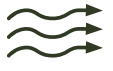


# Risk Assessment - 3CDSE Exhibitor Advice

## Stand Design



### Simple Design

Aim to reduce the number of people and time spent in building your stand

- Consider pre-ordering graphics and furniture via the Storefront; these will then be in place when you arrive

### Scheduled Build and Exhibitor Set up

Contractor Deliveries: A time slot for Contractor deliveries must be scheduled with the event organiser. Please contact [info@3cdse.co.uk](mailto:info@3cdse.co.uk).

Exhibition Set up: Most of our exhibitors will book a shell scheme which will be ready for you on the Exhibitor Set up day.

You will be requested to book a time slot for your set up. Your set up duration will be up to 2 hours. However, if you require longer, please let us know at [info@3cdse.co.uk](mailto:info@3cdse.co.uk)

### Equipment handling

- Reduce the amount of passing of goods, products, tools or materials between personnel.
- Allocate responsibilities for the handling of items to designated individuals where possible.
- Consider the use of disposable gloves when handling items

### Stand Material

Where feasible, pre-fabricate and assemble stand material in advance to reduce time spent onsite

### Staffing

Reduce to a minimum the number of people you need onsite to assist with the set-up, staffing and breakdown of your stand.

### Stand Capacity

Consider social distancing requirements when designing your stand.

- Ensure that whilst you are on your stand, you balance the number of colleagues on your stand vs visitors to ensure you are able to maintain social distancing for the health, safety and comfort of yourself and your visitors.
- Consider a staff rota to provide stand staff with time away from the exhibition hall
- Consider how you will manage your stand when it reaches its maximum personnel capacity

### Signage

Consider what signage you may need to remind your stand staff and visitors to follow social distancing and hygiene guidelines

- Stand signage can be purchased via the Storefront

### Seating

If you have seats on your stand, consider who will use them – are they reserved for staff or will you provide seating for visitors?

- Instigate a regular cleaning schedule for seating where feasible
- Where you might have prolonged conversations, consider the use of screens or physical dividers, or book into the Meeting Areas.

# Risk Assessment - 3CDSE Exhibitor Advice

Stand Activity



## Touching of Product

Aim to reduce touching of product through the following methods:

- Place protective coverings on items that might require customer testing
- Ensure regular cleaning of items, including after each use
- Aim to carry out demonstrations via a team member, rather than via the customer

## Stand Collateral

Aim to reduce the amount of stand collateral such as brochures, flyers, promotional gifts

- Use the Lead Capture facility (see below) to capture visitor contact details
- Include in your Lead Capture questionnaire a question relating to the post-show provision of collateral via digital or other means
- Use TV screens and monitors to display digital collateral – stand items can be hired via the Storefront

## Meetings and appointments

Aim to reduce the time that visitors stand in the aisles next to your stand

- Arrange to meet your visitor at the designated Safe Meeting Area, which will have a traffic light system at high level to advise when the area has availability
- Use the Lead Capture facility (see below) to follow up with your visitor and book a virtual or face-to-face meeting after the show – an excellent reason to be able to make post-show contact!

## Contactless

Aim to ensure as many touchpoints as possible are contactless

## Lead Capture

We encourage you to use our Lead Capture app, which can be purchased via the Exhibitor Zone.

The app licence will be provided for your mobile device/s to ensure the minimal use of shared equipment.

## Hospitality

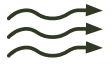
All our catering facilities including mobile coffee and tea vans will have enhanced hygiene measures in place.

## Physical Distancing

Ensure that whilst you are on your stand, you balance the number of colleagues on your stand vs visitors to ensure you are able to maintain social distancing for the health, safety and comfort of yourself and your visitors.

# Risk Assessment - 3CDSE Exhibitor Advice

Stand Hygiene,  
Health and Safety



## Exhibitor Cleaning Pack

To ensure we are able to maintain a consistent standard of hygiene, each Exhibitor is required to have a mandatory Exhibitor Cleaning Pack per stand.

Exhibitor Cleaning Packs can be ordered via the Storefront.

Any Exhibitor who has not pre-ordered a Cleaning Pack will be required to purchase one on the day of the event.

The Exhibitor Cleaning Pack may include items such as (may be subject to amend):

- Hand sanitiser
- Anti-bacterial wipes
- Disposable plastic gloves

Purchase of the pack will also cover the Personal Covid Safety charge which will cover all your attending Exhibition staff and is applicable to all visitors.

## Touchpoint Cleaning

Regularly clean all touchpoints, products, pens, equipment and other items after each use.

## Stand Deep Clean

Ensure a final deep clean of all items, surface, products and spaces after your set up.

The venue will be deep cleaned at the end of Set up day, ready for the live day on 8 July.

## Personal Protective Equipment (PPE)

Please provide your own PPE where necessary.

## Risk Assessment Documentation

Include a dedicated section in your Risk Assessment to cover the control measures you will be putting in place to limit the transmission of COVID-19.

## Brief your team

Ensure that you have communicated to your team including contractors and relevant suppliers the arrangements in place and share the control measures that they are required to undertake.

## CONTACT

### Exhibition:

Anna Roby-Welford, Event Director

[anna@3cdse.co.uk](mailto:anna@3cdse.co.uk)

07890 54 77 66

### General Enquiries:

The Show Team [info@3cdse.co.uk](mailto:info@3cdse.co.uk)