

# BRIEFINGS WITH ON STAND TEAMS



**Conduct team briefings about all of the control measures you, the venue and the organisers are implementing ahead of them arriving on site.**



**This could be carried out digitally or given to smaller groups in order to maintain social distancing.**



**Detail any control measures and procedures you are implementing on the site rules. Issue these to your team and any contractors who will be on your stand during build and break.**



**Brief your team to be mindful of customers with special needs, adapting to their circumstances - e.g. visual impairments.**



**Appoint somebody from your stand team to ensure control measures are being followed.**



**Display signage reminding staff and visitors about social distancing and hand washing.**