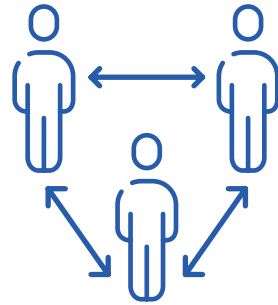
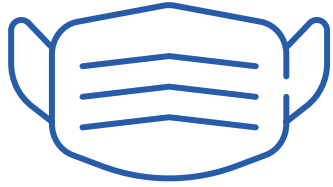


# Ready to Open

## Clarion Retail

# Exhibitor All Secure Standard Document

We are looking forward to the forthcoming events and as show organisers are committed to creating safe environments to protect exhibitors, visitors, contractors and our staff to ensure we can run enjoyable and successful events for all in 2021. In line with government and local authority guidance, as well as the UK exhibition industry All Secure Guidelines document we are implementing extensive measures in response to COVID-19. Some of these are outlined below and will constantly be reviewed in line with current guidelines.



### Build Up and Breakdown

- Anyone working on the build-up or breakdown of an event will be asked to pre-register before arriving onsite to declare they are fit and healthy to work.
- **Facemask friendly** – we are a mask friendly event.
- **Exhibitor Passes** will be emailed to you once you have registered, details will follow on how to do this.
- **Safety notices** will be highly visible throughout the venue.
- **COVID-19 status verification** will be required as a condition of entry for build-up, open and breakdown.

### Floor Plan

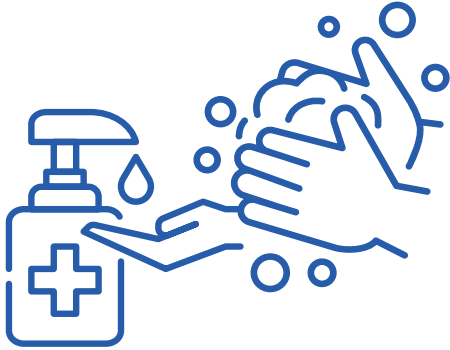
- **Clear signage and controlled visitor traffic** will help everyone keep a safe distance.
- **Wider aisles** to reduce areas of high crowd density and improve attendee flow.
- **Multiple entrances** will enable management of queues.

### Buyer Arrival

- **Advance buyer registration** – all buyers will be encouraged to register in advance, enabling us to minimise queuing and contact on arrival.
- **COVID-19 status verification** will be required as a condition of entry for build-up, open and breakdown.

### Cleaning and Hygiene

- **Deep clean** by the venue prior to commencing build up.
- **The venue will be fully cleaned regularly** including an overnight cleaning regime of enclosed spaces.
- An **enhanced cleaning regime** during show open periods, with extra attention given to high frequency touch points such as toilets, door handles and hand-rails.
- **Food and beverage** retail services will be provided in line with latest government guidance.
- **Olympia** have installed a new ventilation system to maximize the fresh air supply to the hall.



### Personal Hygiene

- **Hand sanitisers** will be provided throughout the Show.
- **Hygiene reminders** to regularly wash hands will be in place throughout the venue.
- **Safer payments** – contactless payments will be encouraged throughout via card or phone, with an email receipt wherever possible.

### Communication

- **Show website, social media and emails** will supply exhibitors and visitors with the most up to date information regarding guidelines in place at the shows.
- **Exhibitor manuals** will include specific details of what our exhibitors need to execute for the enhanced safety and hygiene measures.
- **Event signage** will be displayed prominently regarding recommended guidelines on personal hygiene and common signs & symptoms of COVID19.
- **Public address** during the show regarding physical distance and the importance of hand washing and sanitising hands.