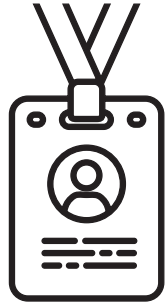


Ready to Open

Clarion Retail

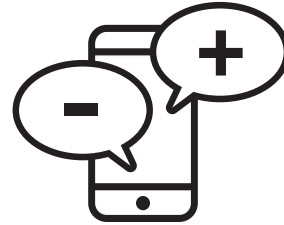
Visitor All Secure Standard Document

We are looking forward to the forthcoming Top Drawer Spring 2022 As show organisers, we 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 2022. In line with government and local authority guidance, alongside the UK exhibition industry All Secure Standard document, we are implementing appropriate measures in response to COVID-19. Some of these are outlined below and will constantly be reviewed in line with current guidelines.



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.



NHS COVID-19 Pass

- **Everyone attending the event will need to provide proof of their COVID-19 status as a requirement of entry.** Visitors will need to show evidence of it having been at least two weeks since receiving a full course of COVID-19 vaccination or a negative lateral flow test (which can be ordered for free from the NHS website) taken within 48 hours of arriving at the registration point.



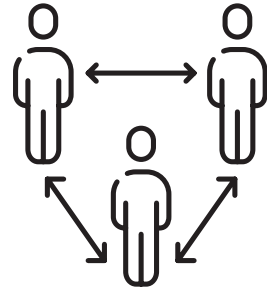
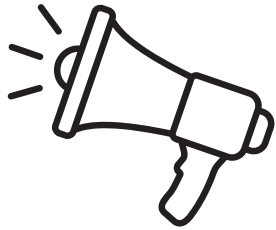
Cleaning and Hygiene

- **There will be a deep clean** by the venue prior to commencing build up.
- **There will be 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 a new ventilation system to maximise the fresh air supply to the halls.



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** will be encouraged throughout with contactless payments via card or phone, with an email receipt wherever possible.
- **Exhibitor manuals** will include specific details of what our exhibitors need to execute for the enhanced safety and hygiene measures.



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.
- **Event signage** will be displayed prominently regarding recommended guidelines on personal hygiene and common signs & symptoms of COVID-19.
- **Public address** during the show regarding the importance of hand washing or regular use of hand sanitiser.

Risk Assessment

- **Face masks** – We are mask friendly and we will adhere to government guidelines on mask wearing in a retail setting.
- **Clear signage and controlled visitor traffic** will help everyone keep a safe distance.
- **Multiple entrances** will enable management of queues.
- **Wider aisles** to reduce areas of high crowd density and improve attendee flow.