

# Guidelines SAFE trade fairs



# Introduction

Since its establishment in 1920, Norway Trade Fairs' mission has been to promote Norwegian business and industry by facilitating meeting places which contribute to increased trade, knowledge sharing and inspiration. Thus, we are key in the process of rebuilding Norwegian business and industry after the Covid-19 pandemic.

With 40,000 sqm spread over five exhibition halls in Lillestrøm, we are Norway's largest exhibition facility with 40 to 50 annual events. We are a crucial trading arena for the business community, and many of our customers secure a large part of their turnover from trade carried out at our fairs. Several of our events have a similar nature to a shopping centre, i.e. a place for business.



## Technical facts about Norway Trade Fairs

- 40,000 sqm area divided into five exhibition halls
- 5 entrances / exits to the exhibition centre
- Several entrances / exits in each exhibition hall and for transition between the halls (Width approx. 6 m)
- High ceilings (approx. 6 meters)
- Toilets at the entrance to all halls (ladies, men, handicap / changing room) A total of 145 toilets.
- 2800 parking spaces.

# What is a trade fair?

There is a big difference between a trade fair and other events. A concert gathers thousands of people at the time in a limited area, while a trade show is more comparable to a shopping centre.

## Characteristics of a trade fair

- Customers walk around and visit several different stands, in the same way as customers visit several stores in a shopping centre.
- Trading places where purchases and sales of goods and services are made.
- Has similar opening hours as a shopping centre and lasts for several days.
- No activities or happenings that cause uncontrolled crowding.

## Measures that make our trade fairs safer to visit than a shopping centre

- All visitors must buy tickets online in advance. No physical ticket sales at the entrance.
- If necessary, measures to limit the number of people arriving at the same time, for example by selling tickets for specific time slots.
- Distribution of information on infection control to all visitors before the event.
- Keep lists of names and contact details for employees, exhibitors, participants, for potential later infection tracking.
- Information about the visitors and guests being kept for two weeks to use for any infection tracking. Infection detection takes place in collaboration with the municipal health official.



# Guidelines for infection control at trade fairs

By implementing increased measures for infection control, trade fairs in Norway should be able to open and receive guests and employees.

This industry standard is based on the three main pillars for infection control on which the Norwegian Directorate of Health has based its guidelines:

## **1. Sick persons must not be physically present**

## **2. Good hygiene**

## **3. Reduced contact between people**

## **Summary of measures**

- Sick guests, visitors and employees must stay at home.
- Guests, visitors, and employees who fall ill during their visit should leave the fair as soon as possible.
- No physical ticket sales at the entrance. All visitors must buy tickets online in advance.
- Distribution of information on infection control to all visitors before the event.
- Encourage visitors to wash hands frequently and disinfect hands on arrival.
- Open all available entrance doors, so that there are fewer people using each one and thus fewer contact points.
- Distance marking in areas where queues may form.
- Increased frequency of cleaning of surfaces and contact points.
- Making hand disinfection available in central locations.
- Ensure minimum one-meter distance between the tables in the restaurants.
- No food sales from stalls.
- Posters with recommendation to avoid queues.
- Limiting the number of guests at each trade stand.
- Limit of five people per table in the restaurants.
- Extra security personnel who ensure compliance with the guidelines.
- Training of all employees in all infection control routines. In addition to training, the routines should be posted in relevant places.
- Keep lists of names and contact details for employees, exhibitors, participants, for potential later infection tracking.
- Information about the visitors and guests being kept for two weeks to use for any infection tracking. Infection detection takes place in collaboration with the municipal health official.

## 1. Entrance area and common areas, outside the halls

### Risk Description:

- Congestion at the entrance to the building; can carry direct infection because people are too close together.
- Risk of indirect infection by customers touching the same surface, for example, ticket counter, card terminal and door handle.

### Measures:

- No physical ticket sales at the entrance. All visitors must register and buy tickets online in advance.
- Encourage guests to wash and/or disinfect hands on arrival.
- Make sure to have hand sanitizer available at the entrance.
- Where there are not revolving doors, entrance doors will be open, eliminating the need to touch handles. Use all available entrances to limit queues and congestion.
- If necessary, measures to limit the number of people arriving at the same time, for example by selling tickets for specific time slots.
- Distance marking in entrance area.

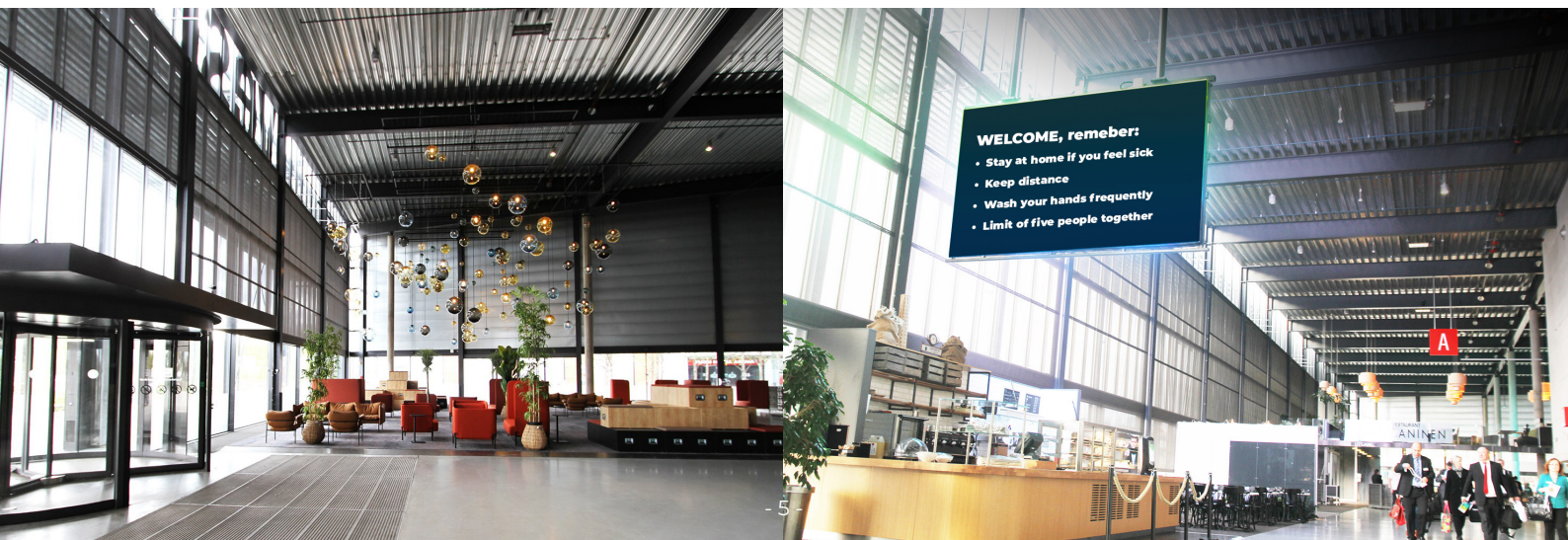
## 2. Entrances and exits to the fair halls

### Risk Description:

- Crowding at the entrance and exit in the halls because many people go in and out at the same time. Can carry infection because they stand too closely together.

### Measures:

- Distance marking in entrance and exit areas.
- Open doors between halls to avoid queues.
- Make sure to have hand disinfection available at the entrance and exit of halls.



### 3. Trade stands

**Risk Description:**

- The risk of direct infection because too many people stand close together over time.
- Indirect risk of infection by touching the same goods or the same surfaces.

**Measures:**

- Information posters about the maximum number of people inside the same trade stand at the same time and a minimum of 1 meter between each person.
- No food sales from stalls.
- Extra security personnel who ensure compliance with the guidelines.

### 4. Walkways and common areas / Halls

**Risk Description:**

- The risk of direct infection because too many people stand close together over time.

**Measures:**

- Ensure the walking areas inside the halls are wide enough for 2 and 2 people to walk past each other and at all times maintain a minimum of 1 meter between each other.
- Information posters about no standing in the walkways, to avoid gathering of people outside trade stalls.

### 5. Restaurant / cafe

**Risk Description:**

- The risk of direct infection because too many people stand close together over time.
- Risk of contact infection by guests helping themselves with the same equipment and touching the same surfaces.

**Measures:**

- Guests must not stand close together, but mainly sit by the tables.
- Limitation of 5 people per table.
- At least one meter distance between tables.
- Frequent washing of exposed surfaces.
- Use disposable cloths, or clean cloths that are washed after use. Avoid using the same cloth on several surfaces / change cloth frequently.
- Consider using gloves when cleaning and tidying. Please note that the use of gloves requires special training.

## 6. Public Toilets

### **Risk Description:**

- Risk of direct infection during congestion because of many people having to use few toilets.
- Risk of indirect contact infection from surfaces touched by many.

### **Measures:**

- If the room is designed in such a way that there may be congestion at the toilets, consider organizing a queue, for example by markings on the floor.
- Make sure there is always enough soap and disposable paper towels so guests can wash their hands.
- Hang up a poster encouraging guests to thoroughly wash hands and use paper towels to close the tap etc.
- Frequent and regular cleaning of exposed surfaces, such as door handles, flush button, tap, soap dispenser, toilet paper holder, toilet seat and the like.

## 7. Parking Area

### **Risk Description:**

- Risk of direct infection in case of congestion because many people are paying for parking at the same time.
- Risk of indirect contact infection related to surfaces that many people touch, during payment at a parking machine.

### **Measures:**

- Inform about possibilities for registration of parking in the parking app, so that there is no need to go to the parking machine.

## 8. Cloakroom

### **Risk Description:**

- Risk of direct infection due to many people staying too close together over time.
- General risk of indirect contact infection by several people touching the same surfaces.

### **Measures:**

- Consider closing the cloakroom
- Distance marking in the cloakroom area.
- Make sure to have hand sanitizer available at the cloakroom area.
- Frequent washing of exposed surfaces.

## 9. Employees and hired personnel

### **Risk Description:**

- Risk of infection of employees due to contact with many people and work with unclean surfaces, for example during cleaning.
- Risk of many employees and guests in quarantine if infection is detected. Would lead to having to use hired personnel who do not know the business well.
- Risk of personnel not remembering or understanding the routines.

### **Measures:**

- As far as possible, employees should work in fixed teams so that they have contact with as few of their colleagues as possible. In addition to infection control considerations, this avoids too many employees being quarantined at the same time.
- As far as possible, limit the number of temporarily hired resources who do not know the business well.
- Good training in all infection control routines. In addition to training, the routines should be posted in relevant places.
- Special training in hygiene and cleaning routines.
- Employees and hired personnel with respiratory symptoms must not come to work. Those who develop such symptoms should be sent home from work.

## 10. Building and dismantling of trade stands / retail areas

### **Risk Description:**

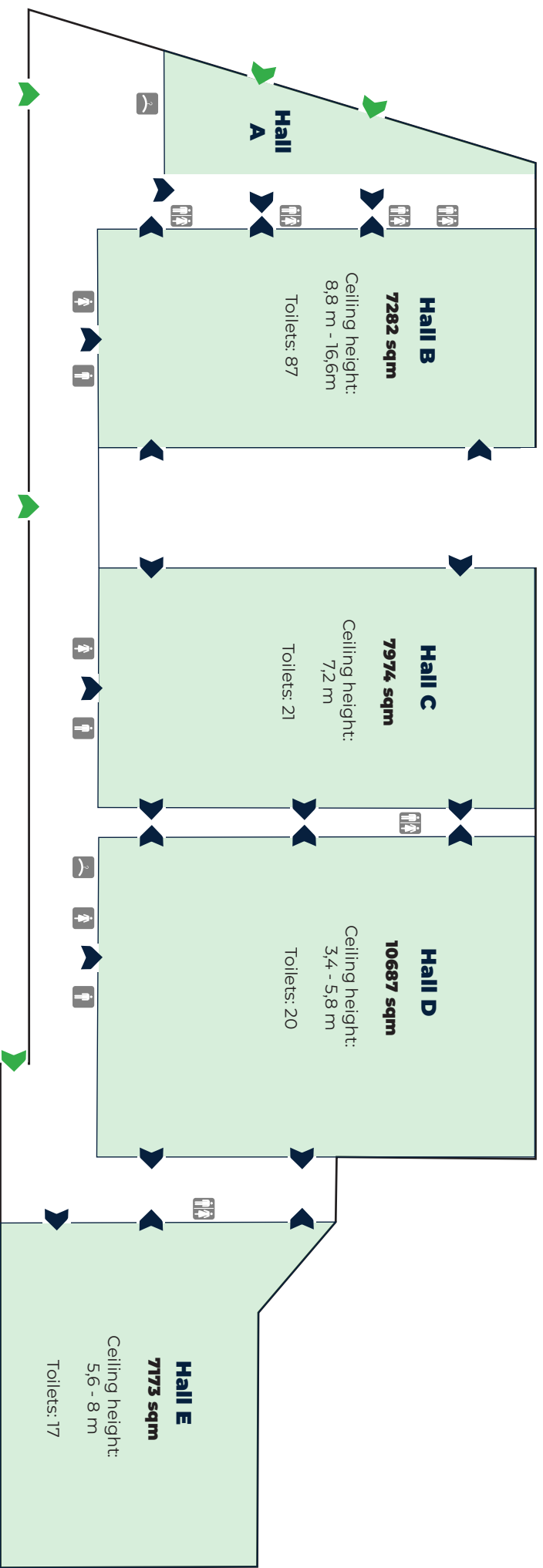
- Risk of infection of the construction workers, due to contact with many people and work with unclean surfaces.
- Risk of infection between people, in that equipment must be rigged up and down over a limited period.

### **Measures:**

- Limit the number of people who work simultaneously with building and dismantling, by dividing them into different time periods.
- Expand the number of days before and after the fair for building and dismantling, so that the number of people working at the same time is reduced.
- Workers using gloves.
- Frequent and regular cleaning of exposed surfaces, before, during and after rigging, so that all contact surfaces are cleaned before the fair starts.
- Registration of all workers with contact info, being kept for two weeks for infection tracking.



# Hall map Norway Trade Fairs



- ENTRANCE / EXIT Main building
- ENTRANCE / EXIT Exhibition halls

- TOILETS - A total of 145
- CLOAKROOM

PARKING SPACES - 2800