

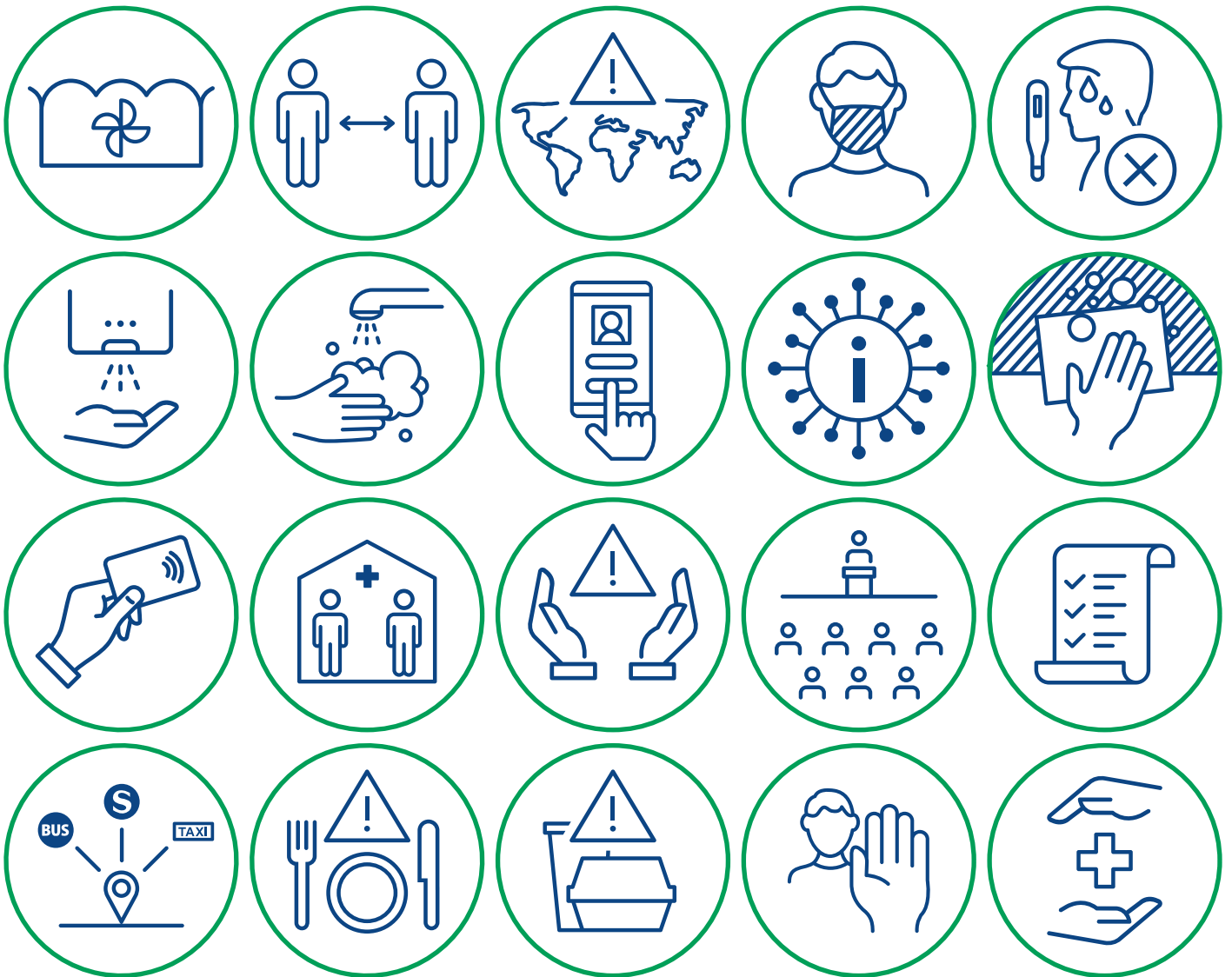
Health and Safety Guidelines

for trade fair and congress execution on
the premises of Hamburg Messe und Congress

– Trade Fair Campus –

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1. Background

The State and City of Hamburg has issued an ordinance for the containment of the spread of coronavirus SARS-CoV-2 in Hamburg (HmbSARS-CoV-2-EindämmungsVO). This ordinance forms the basis of the Health and Safety Guidelines of Hamburg Messe und Congress which are updated regularly to account for the given situation. For the current version of the ordinance please go to: <https://www.hamburg.de/allgemeinverfuegungen/>

2. Introduction

Based on the State and City of Hamburg's current HmbSARS-CoV-2-EindämmungsVO ordinance, Hamburg Messe und Congress (HMC) has developed a hygiene and infection control strategy (Health and Safety Guidelines) to ensure the future safety of all participants in trade fairs, exhibitions, congresses and other events. These Health and Safety Guidelines include measures to limit the number of persons present on the premises and inside the exhibition halls of Hamburg Messe, as well as hygiene rules and other technical and organisational infection control measures.

These requirements and measures will be updated as appropriate to account for new developments and ensure compliance with the HmbSARS-CoV-2-EindämmungsVO ordinance as last amended. Furthermore, HMC bases its Guidelines on the hygiene rules issued by the Federal Centre for Health Education (www.infektionsschutz.de), which publishes information on COVID-19 for the general public.

3. General information regarding the exhibition campus and the CCH – Congress Center Hamburg

Hamburg Messe und Congress (HMC) operates both, the Hamburg trade fair complex and the CCH – Congress Center Hamburg. These Health and Safety Guidelines are specifically geared towards trade fairs and other events held on the exhibition campus. The HMC campus consists of 11 exhibition halls, four entrance buildings, the HMC administration building and outdoor spaces. The exhibition halls are used individually or in a variety of combinations for trade fairs, exhibitions, congresses and other events.

Hall descriptions:

Hall	Area in m ²	Hight ¹ (approximate) in m	Notes/Comments
A1	9.937	22	
A2	3.657	13	
A3	8.490	13	
A4	8.347	22	
B1 Ground Floor	3.517	6,5	Hall has two storeys
B1 Upper Floor	2.892	7	Hall has two storeys
B2 Ground Floor	4.126	6 - 12	Hall has two storeys
B2 Upper Floor	1.475	6	Hall has two storeys
B3 Ground Floor	1.439	6	Hall has two storeys
B3 Upper Floor	1.439	6	Hall has two storeys
B4 Ground Floor	3.758	6 - 12	Hall has two storeys
B4 Upper Floor	2.357	6	Hall has two storeys
B5	8.474	13	
B6	13.175	13	
B7	7.760	13	

An overview plan can be found in Appendix 1 of this document. The halls are equipped with ventilation systems which are supplied exclusively with outside air during exhibition operations. To achieve the appropriate room temperatures during the winter months, these systems use heat recovery technology (rotary heat exchangers).

¹ The hall height specified here differs from the specifications in the Technical Guidelines. It indicates the average hall height relative to the hall volume. By contrast, the Technical Guidelines indicate the clear height of each hall.

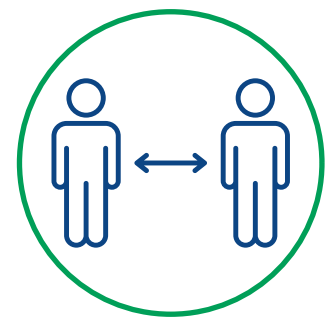


4. Protective measures

The measures described below will ensure that the below-specified protection goals can be achieved:

- **Social distancing**
- **Compliance with hygiene rules**
- **Tracking and tracing of contact persons**

For each HMC-managed or third party-organised event, an individual solution will be custom-tailored from the list of measures.



4.1. Maintaining social distancing between participants

All participants are required to maintain a social distance of 1.5 metres from each other. To enable participants to maintain the 1.5-metre social distance, HMC will limit the number of concurrent admissions by restricting the number of day tickets sold for the entire event campus, and will use digital systems to manage the number of visitors present throughout its premises, including halls and individual rooms.

The maximum number of visitors to be admitted will be determined based on the version of the HmbSARS-CoV-2-EindämmungsVO ordinance in effect at the time the relevant event is held.

The maximum permissible number of visitors per event depends on the following figures:

- **Exhibition hall area occupied (gross)**
- **Area covered by exhibition stands**
- **Corridor and other visitor spaces**
- **Number of exhibitor and trade fair services personnel present**

4.1.1. Entryways

HMC will distribute the visitor flows in the entrance areas more widely by:

- **Providing additional control resources and, if required, additional entrances**
- **Installing physical guidance systems and distance markers**
- **Using an exclusively digital ticket shop**
- **Optimising the cloak room arrangements**

In the event that the measures specified above are not sufficient, additional options will be considered, such as:

- **Assigning admission time windows or modifying opening hours**

4.1.2. Monitoring the number of individuals present and compliance with social distancing rules

Hamburg Messe und Congress will continuously monitor the number of people present in each hall and room of the HMC campus using a technical, network-integrated monitoring system (people counting system).

Hamburg Messe und Congress and security services personnel will monitor the distribution and density of participants. Whenever necessary individuals will be reminded to maintain social distancing, the flow of people will be redirected, or sections of the hall will be cordoned off. This will be the responsibility of the security services assigned to the event.

Halls will be proactively closed to new visitors immediately before the maximum permissible number of attendants is reached so that any appointments made between exhibitors and customers can take place, i. e. any person wishing to enter to honour such an appointment can still be admitted.

4.1.3. Other locations where large numbers of visitors typically gather

Location	Measures
Admission areas	<ul style="list-style-type: none"> • Distance markings • Installation of gates/doors • Face coverings for staff and visitors • Avoidance of two-way visitor traffic
Cloakrooms	<ul style="list-style-type: none"> • Distance markings • Face coverings for staff and visitors • Sneeze guards where applicable • Cashless payment
Bathrooms	<ul style="list-style-type: none"> • Restriction of the maximum number of concurrent users to between 2 and 4, depending on the size of the bathroom • Limitation of accessible handwashing sinks and urinals • Provision of soap, disinfectants and single-use towels exclusively
Information and service counters	<ul style="list-style-type: none"> • Distance markings • Sneeze guards
Lifts	<ul style="list-style-type: none"> • Restriction of passenger numbers • Restriction to event participants who depend on lift usage
Automated car park payment centres	<ul style="list-style-type: none"> • Distance markings • Frequent cleaning of contact surfaces • Information panels about alternative means of payment
Hospitality	<ul style="list-style-type: none"> • Distance markings • Cashless payment • Measures as specified in Ordinance for Hospitality Operations
Escalators	<ul style="list-style-type: none"> • Signage encouraging social distancing • Rider markings on running handrails • Frequent cleaning of contact surfaces
Hall entrance areas	<ul style="list-style-type: none"> • Distance markings • Required face coverings • One-way traffic where possible • Installation of gates/doors where possible
Highly frequented corridor intersections in halls	<ul style="list-style-type: none"> • Floor markings indicating direction of movement (similar to road traffic)
Skywalk	<ul style="list-style-type: none"> • Distance markings • Required face coverings • One-way traffic arrangements • Installation of gates/doors
Forums	<ul style="list-style-type: none"> • Socially-distanced seat spacing • Required face coverings • 2.5 metre distance between speakers and first row of seats • Frequent cleaning of contact surfaces

4.2. Face mask requirement

Both exhibitors and visitors are required to wear mouth-and-nose coverings (face coverings) at all times while inside an exhibition hall. Face coverings must cover the mouth and nose to minimise the spreading of droplets and aerosols when coughing, sneezing or speaking.

This means:

- **Children up to the age of seven are not required to wear face masks**
- **Individuals who can demonstrate credibly that wearing a tightly-fitting mouth-and-nose cover would not be feasible for them for reasons of a handicap or other health condition must wear a face shield as an alternative protective device**
- **A face mask may be removed temporarily for identification purposes or to communicate with a hearing-impaired individual**
- **The obligation to wear a mouth-and-nose covering may be dropped wherever a suitable technical installation is provided to prevent the spreading of droplets caused by coughing, sneezing or speaking that is as effective as wearing a face mask. Employees are free to wear face masks if desired in those situations**



Event security services personnel will hand out mouth-and-nose coverings if and when required.



4.3. Exclusion of participants exhibiting potential COVID-19 symptoms

Individuals exhibiting symptoms typically associated with COVID-19 or having been in direct contact with a COVID-19 patient are prohibited from entering the exhibition complex. These rules will be posted on signage in the entrance areas as well as on the online registration web pages.



4.4. Arrivals from high-risk regions

The current entry and quarantine regulations for the State and City of Hamburg are compulsory for all event participants. Anyone who has been to a high-risk region (as defined by the Robert Koch Institute [RKI], the German government's public health centre) at any time during the 14-day period preceding their arrival in Hamburg must comply with the quarantine regulations in force at the time.

4.5. Provision of additional hand hygiene stations

Throughout the campus, including the indoor car parks, additional hand sanitation stations will be installed in addition to the existing bathrooms. This includes installing hand disinfectant dispensers and additional handwashing sinks.



4.6. Registration of all event participants

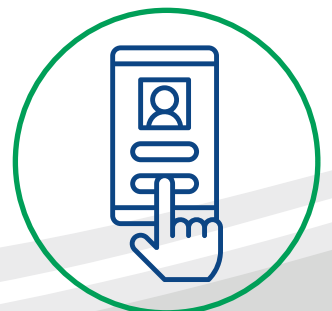
To be able to limit the number of concurrent participants in an event, or trace contacts between individuals, all participants are required to register in advance.

- **Registration must occur using an HMC digital ticket system or a suitable system provided by the guest event organiser, respectively**
- **There will be no cash desks in the entrance areas**
- **Admission to the event area is possible only upon prior registration indicating the full name, residential address, e-mail address and telephone number**
- **During the registration process, participants are advised in writing about the applicable safety and hygiene rules, and required to accept them.**
- **By registering, participants confirm that they will refrain from attending the event if they are exhibiting typical symptoms of COVID-19 at the time of admission to the event, and that during the 14-day period preceding their attendance of the event they neither had any contact with individuals who tested positive for COVID-19 nor visited any region designated as high-risk by RKI. Registrants who fail to confirm these statements will be excluded from the event.**



All event participants are to be advised that each registration applies to a specific individual only. HMC reserves the right to match the registration information with visitors' valid identification documents on HMC premises. In the event of a visitor's failure to provide correct information or attempt to reassign their registration to a third party, HMC reserves the right to evict the person from HMC premises and block the person's registration. The term 'participants' includes:

- **Visitors**
- **Exhibitor staff**
- **Providers of services to exhibitors**
- **HMC partners and service partners**
- **HMC staff**



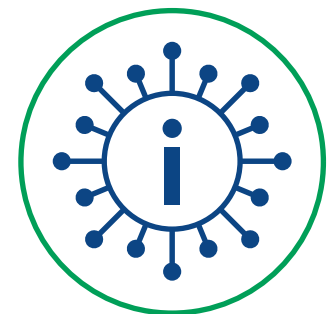
To enable efficient contact tracking and tracing, it is of utmost importance that every exhibitor record the contact information for each visitor at their exhibition stand. For this purpose HMC will provide a digital tool as part of the WindEnergy Hamburg app.

Data privacy information

Pursuant to the HmbSARS-CoV-2-EindämmungsVO ordinance (in effect since 01 July 2020), the following participant contact information must be collected and submitted to the responsible health authority if so requested to ensure traceability of chains of infection:

- **Last name, first name,**
- **Street address**
- **Postal code, city, country**
- **Phone number, e-mail address (voluntary)**

To implement the requirements, the information processed will include the telephone number and the time period spent at the exhibition site, in addition to the standard registration information. The legal basis for processing this information is the EU General Data Protection Regulation (GDPR), Art. 6(1)(c) in connection with the HmbSARS-CoV-2-EindämmungsVO ordinance. This information will be transmitted to the health authorities for contact tracing purposes if so requested. Four weeks after a person's visit of the HMC premises the person's telephone number and time period spent at the exhibition site will be automatically deleted from the data that were not captured during the electronic ticket purchase. Every event participant are entitled to claim all rights of affected persons pursuant to GDPR, Art. 15 et seq., in particular the rights of notification, deletion and restriction of data processing. For the data privacy policy of Hamburg Messe und Congress GmbH please visit www.hamburg-messe.de/datenschutz.



4.7. Notification of all participants about the applicable safety and hygiene rules

HMC will inform all participants about the applicable hygiene measures in effect at the given time, both prior to and during the event. In addition, HMC will inform participants travelling to and from the Hamburg Messe und Congress complex by public transport about the relevant rules of the public transport system.

This information will be announced by the following means:

- **On a separate microsite connected to the HMC website (in German and English and through pictograms)**
- **In exhibitor communications (e-mailings)**
- **In the event newsletters**
- **At the ticket shop at the time of participant registration**
- **Through the call centre (multilingual)**

- By HMC staff (multilingual)
- On static, permanent signage in the halls (German, English, pictograms)
- On digital information screens in the halls (German, English, pictograms)
- Through the on-site staff (multilingual)
- Through periodical intercom announcements (German, English)

At exhibition stands, it is the exhibitors' responsibility to inform their visitors accordingly.

4.8. Reducing potential transmission by smear infection

To minimise the potential spread of pathogens through smear, aerosol or droplet infection, the number of contact surfaces touched by participants will be reduced in the following manner:

- **Keeping doors open wherever possible**
- **Avoiding personal interaction between people where services can instead be rendered online**
- **No on-site ticket sales**
- **Periodical cleaning and disinfection of contact surfaces such as bathrooms, handrails, door handles, switches, counters, cashpoints, and self-service pay stations. HMC will prepare a specific cleaning and sanitation plan for each event that documents the cleaning method, frequency and implementation instructions**
- **Installation of additional hand disinfectant dispensers and hand washing stations**
- **Cashless payment, e.g. at food service locations, in car parks and cloakrooms**
- **Cleaning and airing of conference and meeting rooms after each session or use**
- **Installation of glass or acrylic sneeze guards on all counters where staff and participants interact (e.g. press centre, information desk)**



- **Maximum ventilation of event halls using the existing ventilation systems, including during set-up and dismantling**
- **Restriction of lift access to participants who depend on using a lift because of a physical handicap, or e.g. they are using a pram. Depending on the size of the lift, the number of passengers will be limited to 2-4 persons**
- **Freight lifts are to be used by the responsible lift operator only**
- **Trade fair stand assembly and operation are subject to appropriate hygiene rules in addition to the Technical Guidelines (see item 6 below)**

4.9. Addressing suspected cases and violations

In the event that a suspected COVID-19 case is detected during a trade fair, the affected person can be isolated. The paramedic staff is equipped to handle suspected cases. HMC's paramedic partner, Johanniter Unfallhilfe e. V., has prepared a hygiene strategy of its own and is responsible for protecting its operational staff.

- **Additional spaces and personnel resources are made available at both first-aid posts**
- **Before a patient is allowed to enter the first-aid post, they must complete a COVID patient form. The paramedic staff will take every patient's temperature using an infrared thermometer**
- **Patients suspected of being infected with SARS-CoV-2 will receive an FFP2 mask without an exhalation valve**
- **The paramedic personnel will wear FFP2 masks, protective goggles and closed full-body suits when interacting with patients**
- **All reusable equipment will be sanitised and handled separately after each use**
- **All contact surfaces in the treatment room or container will be disinfected after each patient visit**

Any participants repeatedly violating the hygiene rules will be expelled from the premises. There will not be allowed to attend the remainder of the event.



4.10. Applying SARS-CoV-2 occupational health standards for the protection of HMC and HMC partner staff

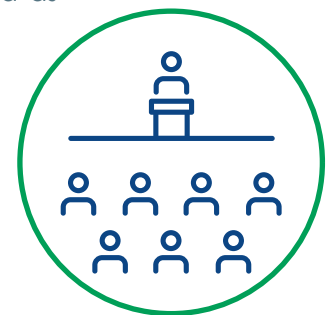
Hamburg Messe und Congress and its partners will prepare a hazard assessment for each type of workplace, and deduce and implement the required protective measures.



5. Congresses

Congresses with up to 650 participants may be held indoors, provided that fixed seating with appropriate spacing is provided. The general hygiene rules will be implemented as described in Section 4:

- **Controlled entry and departure**
- **No exceeding the maximum permissible number of people**
- **Minimum social distance of 1.5 metres maintained between participant locations and in waiting areas**
- **Minimum distance between podium and audience: 2.5 metres**
- **Exclusion of participants exhibiting potential COVID-19 symptoms**
- **Provision of additional hand hygiene stations**
- **Advance registration of all participants in any event**
- **Provision of information about the applicable safety and hygiene rules to all participants in the event. This may be done by the event moderator from the stage**
- **Prevention of smear infections by periodic cleaning of contact surfaces**



HMC requires all organisers of congresses with more than 100 participants to submit a protection strategy. The event organiser is fully responsible for communicating this to the event participants. Hamburg Messe und Congress will provide advice to the event organiser. During congresses the obligation to wear mouth-and-nose coverings at all times may be waived in certain circumstances. Any rules to this extent must be coordinated and agreed between HMC and the organiser and aligned with the applicable health protection strategy.

5.1. Catering during congresses

If catering is offered to the participants during intermissions, it must be done in accordance with the stipulations of the HmbSARS-CoV-2-EindämmungsVO ordinance, section 15.

5.1.1. Banquet seating

Banquet seating for a maximum of ten persons per table is permissible under the following conditions:

- The personal data of all participants sharing a table must be recorded according to HmbSARS-CoV-2-EindämmungsVO, section 7
- Swapping seats is not allowed
- A minimum distance of 1.5 metres must be maintained between participants sitting at different tables

6. Guidelines for exhibition stand assembly and operation under current hygiene restrictions

The following aspects must be addressed:

- Adherence to occupational health standards by/for all on-site staff
- Registration of staff involved in stand assembly and disassembly as well as supply services and event execution using the event organiser's registration system
- Compliance with social distancing and maximum permissible number of persons requirements
- Provision of hand hygiene stations
- Provision of cashless payment equipment
- Preparation of a stand cleaning plan, especially for contact surfaces and exhibits
- Presentations and other activities at an exhibition stand must not interfere with the flow of visitors in the adjacent corridors. Exhibits must not be positioned and explained assuming an audience in the adjacent corridor
- Every exhibition stand must be designed to allow people to maintain social distancing when interacting or passing by
- Demonstrations of body-related services or exhibits which are intended to be touched should be minimised. Event-specific rules will be defined based on the provisions of the HmbSARS-CoV-2-EindämmungsVO ordinance
- To enable efficient contact tracking and tracing, it is of utmost importance that every exhibitor record the contact information for each visitor at their exhibition stand. For this purpose HMC will provide a digital tool as part of the WindEnergy Hamburg app



The Guidelines (Appendix 2) are to be considered as an annex to the Technical Regulations applicable to all events held on HMC premises, including guest events.

7. „Last mile” measures; coordination with public transport



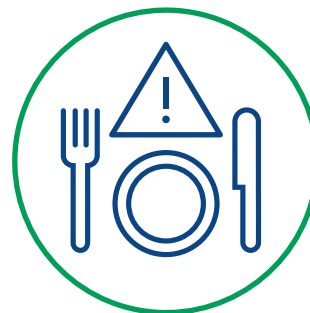
- Users of public transport are subject to the applicable rules of the public transport system
- The Hamburg public transport association (HVV) will be notified of each upcoming event to facilitate the scheduling of transport connections and vehicle disposition
- HMC cooperates with HVV to avoid crowding at the ‘Messehallen’ and ‘Sternschanze’ stations

8. Hospitality

All hospitality operations on the exhibition campus are subject to the same rules as hospitality operations outside HMC premises. Compliance with the general food safety and hygiene standards and regulations is mandatory.

The respective trade fair food service operator must prepare its own hygiene and infection control strategy.

Providing food samples for direct consumption or offering self-service food at exhibition stands is prohibited. Customers may be served food and beverages within the exhibition stand area in a manner similar to a restaurant. Furthermore, it is permissible to serve pre-packaged food and beverages. Compliance with social distancing and hygiene rules as well as all other rules applicable to hospitality must be ensured. All guests served must be registered (name, address, phone number) in a simple procedure to allow tracing if necessary. Exhibitors must provide hand washing or hand disinfection equipment at the exhibition stand. Mouth-and-nose coverings must be worn except while seated at the proper places.



9. Monitoring of compliance with hygiene rules

Selected HMC staff will be trained to monitor, assess and – where applicable – improve hygiene measures. They will assist participants in adhering to the hygiene rules.



10. Responsibility

As the facility operator, Hamburg Messe und Congress is responsible for infrastructure and technical operations-related matters. This results in a framework of terms and conditions for event operations which are compulsory for the event organiser.

Where Hamburg Messe und Congress is not the organiser – in addition to being the facility operator –, the organiser of the guest event shall bear the associated responsibilities.

Exhibitors are responsible for assembling and operating their exhibition stands. They are consequently under obligation to adhere to the framework of terms and conditions and to oversee their respective contractors as well as operations at the exhibition stand.

The Technical Guidelines of Hamburg Messe und Congress as last amended apply in full.



Appendix 1

General plan of the HMC campus



Appendix 2

Guidelines for exhibition stand assembly and operation under current hygiene restrictions

You as an exhibitor are responsible for compliance with the current hygiene and infection control requirements at your exhibition stand. This means that during the assembly and operation of your exhibition stand, the rules and requirements provided below must be adhered to in addition to the customary requirements of the Technical Regulations of Hamburg Messe und Congress and the applicable occupational safety and health rules.

Occupational safety and health

- Please amend your existing hazard assessment by the current hazards resulting from the coronavirus pandemic, and implement the resulting necessary measures
- Create a specific hygiene strategy for your exhibition stand, accounting for the assembly phase, operations during official opening hours, and disassembly. Appoint persons in charge, and be sure to carry your strategy document with you at all times
- Register and document all individuals involved in the assembly and disassembly of your stand, including the hours of presence
- Instruct all staff about the measures and make sure they comply
- Provide your staff with all personal protective equipment that is required based on your hygiene strategy
- Avoid unnecessary physical interaction

Stand design and technical precautions

- Design your stand dimensions generously enough to allow your stand personnel and visitors to maintain a 1.5 metres social distance at all times. Calculate your maximum allowable number of visitors based on your stand design and the number of your stand operations staff
- Make sure your stand provides sufficient, freely accessible space for moving. Apply floor markings where appropriate
- Provide clearly defined and marked entrances and exits at your stand, making sure they can be monitored
- To ensure adequate ventilation, closed ceilings on top of walled-off spaces (such as meeting rooms) are not permissible
- Design seating areas spaciously enough to meet the social distancing requirements
- Keep doors, windows and other openings of walk-in exhibits open at all times to ensure proper ventilation of your exhibits by the exhibition hall ventilation systems

- All exhibits and presentation spaces must be laid out to prevent crowding in adjacent corridors. Provide sufficient spaces in your stand for both, short-term and longer-term visitors. Exhibits must not be positioned and explained assuming an audience in the adjacent corridor
- Present smaller exhibits behind glass, in showcases or similar to avoid product contamination by visitors. If this is not desirable, make sure the exhibits are sanitised after each customer contact
- Two-storey exhibition stands must be equipped with wide stairs allowing bidirectional traffic, or two separate, one-way stairs
- In two-storey exhibition stands, the lower level must be designed open enough to ensure sufficient air ventilation
- If you are offering merchandise for sale at your stand, please use cashless payment systems exclusively
- Include partitions, sneeze guards, smooth, easy-to-clean surfaces and sufficient hand sanitising opportunities in your design

Organisational measures

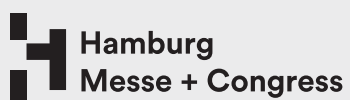
- Register your stand staff before the event using the HMC exhibitor ticket shop or the trade fair organiser's registration system as applicable. Register any potential suppliers who may be present during the event (such as catering firms) as well as your assembly and disassembly staff
- Take appropriate organisational steps to ensure that the number of persons present at your stand at any given time will not exceed the maximum permissible number
- On two-storey stands, stairs must be designed to allow one-way or alternating bidirectional visitor traffic
- No exhibition stand or exhibitor parties are allowed
- Speaking to visitors in the corridors is prohibited. Conversations between exhibition stand staff and visitors is only permitted within the stand area to avoid crowding in corridors

Hygiene measures

- Provide sufficient amounts of hand disinfectants for your stand staff and visitors. Check whether a hand washing sink can be installed for your staff
- Prepare a stand cleaning strategy. Clean the contact surfaces regularly. All surfaces subject to intense use, such as table tops, exhibits intended to be hand-held et cetera, must be cleaned after each visitor contact. In addition, the frequency of cleaning work surfaces, door handles, exhibits et cetera must be adjusted to reflect visitor frequency
- Containers presenting visitor self-service giveaways, candy et cetera are not allowed
- Providing food samples for direct consumption or food self-service at exhibition stands is prohibited
- Exhibitors are requested to adhere to general hygiene rules, such as social distancing, avoidance of physical contact (such as hand shaking, hugs), and coughing and sneezing etiquette, and to ask their visitors to do the same

Catering at exhibition stands

- Customers may be served pre-portioned, pre-packaged food and beverages only
- Compliance with social distancing and hygiene rules as well as all other rules applicable to hospitality must be ensured
- Exhibitors must provide hand washing or hand disinfection equipment at the exhibition stand
- All guests served must be registered to allow tracking and tracing if necessary
- Exhibitors contracting an external caterer are responsible for ensuring compliance with the hygiene rules



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