

## RULES FOR EXHIBITORS, VISITORS, EXTERNAL ORGANISERS AND SUPPLIERS REGARDING COVID-19

This document describes the mandatory measures and protocols implemented to prevent and contain the spread of COVID-19 in IFEMA MADRID as established in Law 2/21 of 29 March, on urgent prevention, containment and coordination measures for tackling the health crisis caused by COVID-19 and Order 1244/2021 of 1 May, of the Ministry of Health of the Community of Madrid, which sets forth preventive measures to address the health crisis caused by COVID-19 once the extension of the state of alert is concluded, as well as the rules defined in IFEMA MADRID.

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### **1.- General measures.**

All persons accessing the site must comply with the containment and health and safety measures determined in accordance with the type of activity contained in this document and the instructions and recommendations displayed on screens and on posters and those issued by IFEMA MADRID staff.

#### 1.1.- FACE MASKS:

The use of a face mask shall be mandatory inside IFEMA MADRID facilities: pavilions, offices, halls and convention centres.

In outdoor spaces, the use of face masks shall be mandatory for attendees during the holding of any events, and whenever keeping the minimum interpersonal safety distance cannot be guaranteed.

The use of a face mask will not be required in the cases set out in current regulations. In the case of arguments as to a possible face mask exemption for any of the reasons provided, the presentation of the document certifying said exemption, which must be validated by the Health Service, shall be required.

#### 1.2.- CAPACITIES:

In general, the establishments, facilities and premises must provide their maximum capacity to the public and ensure that it is respected inside, with procedures having to be put in place that allow for those attending to be counted and controlled so that the permitted capacity is not exceeded at any time. There will be an automated people counting system at all events that require one.

### 1.3.- PEDESTRIAN TRANSIT ORGANISATION MEASURES:

Flows of people and floor layouts will be organised to ensure that it is possible to maintain the established minimum interpersonal distance.

Transit route indicators shall be established to direct user traffic and avoid bottlenecks involving different entry and exit points. Informative signage, horizontal signposting, post and rope barriers, staff, etc. will be used to achieve this.

Everybody accessing the venues must respect the measures, signs and established transit routes.

### 1.4.- GENERAL HYGIENE AND HEALTH AND SAFETY MEASURES:

- a) Hand sanitiser dispensers and virucidal disinfectants must be readily available to the public.
- b) Proper, frequent hand hygiene is mandatory, particularly after use of or contact with any surfaces that may be or have been used by another person: bathroom surfaces, counters, door handles, tables, chairs, vending areas, papers, ATMs, etc.
- c) Tissues and all other disposable items must be discarded in the bins provided for this purpose.
- d) Payment by card and other means that do not involve physical contact are preferable for all economic transactions, particularly for automatic sales and payment devices, such as vending machines and parking charges.
- e) The use of e-tickets or passbooks is preferred.
- f) It is not permitted to smoke or to use any other tobacco inhalation device in outdoor spaces, including the outdoor seating areas of hospitality establishments, when the minimum interpersonal distance cannot be maintained.

Under all circumstances, IFEMA reserves the right to refuse admission to the facilities as it sees fit based on the circumstances set forth in the informative signage, as well as by the measures indicated in the access control procedure contained in this document.

## **2.- Rules for exhibitors**

During the trade fair, the stand is the space that represents the company, a place where customers are welcomed and accommodated, meetings held and presentations given, etc., meaning it is necessary to take into account the safety measures established by the authorities in the same way as in the workplace itself, with responsibility for the safety of employees, customers and visitors alike

a) CAPACITY AT THE STAND:

The control of the capacity at the stand is the responsibility of the Exhibitor, who must ensure that the required capacity conditions are respected according to its surface area, thus avoiding crowding.

This point applies both to the stand as a whole and to any enclosed space on it (meeting rooms, offices, etc.). It is essential that this aspect be taken into account on a permanent and special basis when giving presentations or performing activities that may involve a concentration of people.

It is recommended that staff are instructed in this regard and that information about capacity, both of the stand as a whole and of its rooms, is displayed in a visible place.

b) DISTRIBUTION OF LEAFLETS AND DOCUMENTS:

Leaflets, commercial documents and any other documentation handed out by exhibiting companies may only be distributed by authorised staff from the stand and only when the material is requested by the visitor. Until the material is handed out, it must be stored and accessible solely to the aforementioned personnel, who will hand it out pursuant to the hygiene and health and safety measures established in these regulations.

c) PUBLIC ASSISTANCE POSITIONS:

Public assistance positions must allow for an interpersonal safety distance and/or be protected with protective screens.

d) HYDROALCOHOLIC GEL:

Hand sanitiser must be made freely available for frequent use by both the staff manning the stand and those visiting it.

e) CATERING SERVICES:

- Any Exhibitors wishing to offer food or drink to their customers must set up a catering point at their stand, adapted to current regulations at the time of providing

said service. Stand-up cocktail-type events associated with the trade fair activity are NOT allowed.

- Food and drink may only be consumed when sitting at the table or groups of tables, with the bar service not being permitted unless said space is used for eating or drinking while seated or for customers to collect food or drink.

- Tables or groups of tables must respect the proper safety distance (1.5 metres).

f) **ADDITIONAL MEASURES FOR FREE DESIGN STANDS**

When opting for a design stand, the Exhibitor must, in addition, incorporate the following recommendations regarding ventilation, circulation of personnel and access points into it:

- Reduce the number of enclosed spaces or, if there are any, **ensure that they are open-topped** to improve ventilation. IFEMA MADRID's exhibition halls have very high ceilings and this, combined with the HVAC system, means they are well ventilated.
- Depending on the size of the stand, the **creation of marked transit routes** is recommended to ensure that the movement of people **on it** takes place in accordance with the relevant safety measures to prevent crowding or the crossing of transit routes by establishing differentiated spaces and including entry and exit signs. (13.2)

The Exhibitor is responsible for the specific management and control of these flows with regard to possible delays that may occur while meeting the needs of those attending the trade fair and for guaranteeing minimum impact on communal areas and respect for the safety rules established for the event.

**Contact the IFEMA MADRID security staff in the event of any incident that may arise in this regard (+34 91 722 5400)**

**3.- Specific rules and recommendations for external organisers:**

The Promoter or Organiser of an Event is responsible for compliance with these safety measures, as well as for any others established in the current legislation.

Where there is a simultaneous participation of 1000 or more people at the Event, it will be considered a CROWDED EVENT, and the Organiser must submit a responsible declaration to the General Directorate of Public Health of the Ministry of Health stating, under its responsibility, that it complies with and will observe the current and applicable health prevention and control measures according to the nature of the event, attaching the Action

Plan that includes the adoption and description of the preventive measures to be implemented for the performance of the activity.

These measures must be coordinated with those established for the IFEMA MADRID facilities.

To this end, the Promoter or Organiser must sign a Sworn Statement declaring that they will comply with the measures set out in the current regulations as well as with the IFEMA MADRID coordination measures set forth in the aforementioned statement along with any others that may be duly issued and notified at a later date by IFEMA MADRID staff.

#### **4.- Specific rules for suppliers**

Supplier companies who deploy their employees on IFEMA premises must sign a Sworn Statement declaring that they will comply with the measures contained in this document, along with any others that may be duly issued and notified at a later date by IFEMA staff.

#### **5.- Additional regulations applicable to Leisure Events:**

The Leisure Events that take place on IFEMA's premises must comply with the measures established in the corresponding license that regulates its operation, as well as with the following:

- a) The use of a face mask is mandatory at all times.
- b) Tickets shall preferably be purchased online.
- c) Card payments are preferred at the ticket office.
- d) Attendees will be given a pre-assigned seat and must remain seated throughout the event.
- e) The capacity of the aforementioned events shall be legally authorized according to the type of show or activity in question.
- f) No programmes, leaflet or paper documents of any kind will be issued.
- g) Announcements will be made to announce the hygiene measures

#### **6.- Measures applied by IFEMA MADRID for increasing your safety:**

All public service points must be equipped with protective partitions.

##### **6.1.- Cleaning and disinfection:**

- Disinfectants, such as diluted bleach (1:50) and other virucidal products, will be used.
- After each cleaning, the materials used and the protective equipment will be disposed of safely.

## 6.2.- Air quality and ventilation

- The facilities shall be regularly ventilated every 20 minutes.
- Among the systems implemented by IFEMA MADRID to guarantee safety and hygiene in its facilities, action has been taken to guarantee air quality and environmental hygiene in accordance with the study undertaken by the Spanish Technical Heating and Air-conditioning Association (ATECYR), based on information from the scientific community and the recommendations of the World Health Organization:
  - Excess ventilation.
  - Elimination of air recirculation.
  - Filtration systems.

## **7.- Access control procedure**

7.1.- Anybody not wearing a FACE MASK shall be invited to do so. Anybody not in possession of a face mask shall be invited to obtain one through the means made available by IFEMA MADRID.

Anybody refusing to comply will be denied access the event. In the event of any doubt regarding persons claiming that they are exempt from wearing a mask for any reason provided for by law, the case will be referred to the Health Service for it to make the appropriate decision.

7.2.- Before having their entrance ticket checked at the mandatory commercial control point, everyone, without exception, shall have their TEMPERATURE MEASURED using the system provided for this purpose. PROCEDURE:

- Anybody refusing to have their temperature taken shall be denied access to the event.
- Anybody with a temperature at or above 37.5° shall be denied access the event. If a person's temperature is 37.5° or higher when first taken, they shall be invited to be seen by the IFEMA MADRID emergency medical service, where available, who will take it a second time. If the emergency medical service is not available, the second and final control will be repeated at the same place where the first was carried out, applying the same criteria.
- At peak arrival times, health personnel will be located at the main entrances to carry out these controls immediately, as indicated above.

To this end, private spaces will be provided to examine people discreetly.

- **The access control system for IFEMA MADRID sites does not keep any records of health data.**
- Whenever a person is seen by the medical service, the doctor-patient relationship may lead to the collection of personal data deemed appropriate by the medical service. IFEMA MADRID will not have access to these data as they are covered by doctor-patient confidentiality.

#### **8.- Final provisions:**

- In addition to the measures contained in this document, specific regulations may be considered if the circumstances require. Such measures shall be made known appropriately with sufficient notice.
- In all cases (organisers, operators, exhibitors and visitors), the signing of a contract with IFEMA or acquiring the entry ticket shall imply knowledge and acceptance of these measures.
- Whenever the characteristics of an event require, in accordance with the guidelines of the Community of Madrid, a record will be made of the identity of attendees.

