

RAW SPACE EXHIBITOR & STAND BUILDER COVID SAFE ADVICE

In an effort to create a COVID safe space for all at ROTORTECH, including Stand Builders, Exhibitors and guests to ROTORTECH, please consider the following information.

PART 1: STAND DESIGN	
SIMPLE DESIGN	<p>Consider a stand design which requires only a few people to build and dismantle in limited time.</p> <p>Consider using a modular design and maximising elements that can be assembled off site, whilst also maximising your available floorspace.</p>
STAND CAPACITY	<p>There is a stand capacity limit for each stand.</p> <p>Determining your stand capacity is a simple calculation that can be undertaken by your Stand Builder to determine how much space is available after the stand build and fit out. Then divide the remaining space by the current social distancing density number defined for this Event.</p> <p>Please note all stands will need to clearly display the maximum stand capacity. Stand capacity limits apply both during Event hours and Event move in and out.</p>
SCHEDULED BUILD	<p>To maintain social distancing and to keep to your stand's capacity limit, ensure your Stand Builder schedules each trade, such as walling, flooring, furniture, etc, to finish before the next team arrives.</p> <p>Don't forget to schedule the time you arrive as well.</p>
STAFFING	<p>How many visitors can you fit on your stand once you factor in your team?</p> <p>What is the minimum number of people required onsite to set up, man and breakdown your stand?</p>
ONE WAY SYSTEM	<p>Can your stand incorporate a one-way system? If not identify ways of managing the flow around your stand.</p>
NETWORKING SPACES	<p>How will you manage meeting spaces and areas where people congregate?</p> <p>Do not rely on the aisle space for networking as these areas are factored into the general flow of visitors throughout the halls.</p>
SIGNAGE	<p>Consider messaging to remind visitors to your stand of COVID Safe practices such as contactless greetings and hand sanitiser. You may also wish to consider floor decals or barriers reminding visitors to stay at a safe distance. These measures can be easily factored into your design.</p>
SEATING	<p>Ensure there is appropriate space between each seat, in line with current guidelines. You may even want to consider screens or physical barriers.</p>

PART 2: STAND ACTIVITY

STAND COLLATERAL	You may wish to review your stand promotional material and limit physical material. Consider what can be distributed digitally.
DISPLAYS AND HIGH TOUCH AREAS	Do you have displays or products visitors can touch or test? Ensure these areas are regularly cleaned and hand sanitiser is freely available. You may wish to consider a protective covering that is easily cleaned or consider only conducting demonstrations by one of your team members.
PRE-ARRANGED APPOINTMENTS	With limited numbers on each stand as per current social distancing guidelines, where possible schedule and book meetings and demonstrations throughout the day. This will assist you in controlling access to your stand.
CONTACTLESS	Ensure as many touchpoints as possible are contactless.
HOSPITALITY	Consider how catering is managed on your stand. You may need to review how you have traditionally offered. The Official Catering supplier will be able to assist you in what is currently acceptable practice.

PART 2: STAND HEALTH AND HYGIENE

Please note throughout the Venue there will be hand sanitisers available and regular cleaning. However, Exhibitors and Stand Builders are responsible for the cleaning and hygiene of their own stand.

HAND SANITISER	You will be required to have hand sanitisers available on your stand for both your contractors, staff and visitors to your stand.
TOUCHPOINT CLEANING	Ensure regular cleaning of touchpoints, displays, products, equipment, doors, and pens after every use.
STAND DEEP CLEAN	Have a deep clean at the end of each day of all surfaces, items, products, and spaces. To discuss your options please contact the Official Cleaning supplier.
PERSONAL PROTECTIVE EQUIPMENT	Please provide your own equipment for you and your staff. Check with the organiser what the current requirements are, noting that face mask requirements are dynamic. Consider the activities on your stand and whether you require additional PPE for you and your staff.
DOCUMENTATION	Your documentation will need to include the COVID Safe control measures you will be putting in place. The simplest way to archive this is to have a specific COVID-19 section in your existing risk assessment or SWMS. Stand Builders are required to submit SWMS that include COVID Safe measures via the Stand Builder Portal.
BRIEF YOUR TEAM	Ensure you have communicated to your team the current arrangements in place and the shared controlled measures that they are required to follow.

For further information please contact:

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FOR CURRENT RELEVANT COVID-19 GUIDELINES PLEASE VISIT THE FOLLOWING SITES:

<https://www.brisbaneshowgrounds.com.au/media/uxmjvtvz/covid-19-safe-event-guideline-2.pdf>

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>

<https://www.health.gov.au/>

FOR INFORMATION ON RESTRICTIONS ON TRAVEL TO AUSTRALIA, PLEASE VISIT THE FOLLOWING SITE:

<https://covid19.homeaffairs.gov.au/travel-restrictions>