



# **FYCMA | SAFE SPACE**

**GUIDE OF RULES AND  
RECOMMENDATIONS FOR  
EXHIBITING COMPANIES**

**Trade Fairs & Congress  
Center of Málaga**

## FYCMA SAFE SPACE. MEASURES AND RECOMMENDATIONS GUIDE FOR EXHIBITOR COMPANIES

<b>INTRODUCTION.....</b>	<b>2</b>
<b>1. Summary of general measures.....</b>	<b>2</b>
<b>2. Considerations prior to planning the stand.....</b>	<b>4</b>
<b>3. Considerations prior to the holding of the event.....</b>	<b>5</b>
<b>4. Hygiene measures.....</b>	<b>6</b>
<b>5. Promotional and courtesy material.....</b>	<b>6</b>
<b>6. Cleaning and disinfecting of the stand.....</b>	<b>7</b>
<b>7. Catering, hospitality, and tastings.....</b>	<b>8</b>
<b>8. Sale of food products.....</b>	<b>9</b>
<b>9. Parcels and goods protocol.....</b>	<b>9</b>
<b>10.Actions to take in suspected cases of COVID-19.....</b>	<b>10</b>
<b>11.Key responsibilities of the exhibitor company.....</b>	<b>10</b>
<b>12.Tracking by FYCMA.....</b>	<b>11</b>
<b>13.Disclaimer.....</b>	<b>11</b>



## INTRODUCTION

At FYCMA, we are committed to the safety of our users and audiences. We have implemented a rigorous action protocol that covers all situations related to holding an event so that organisers, exhibitors, suppliers, participants, attendees, and visitors can perform their activity with all guarantees.

This particular guide combines the specific measures and recommendations for exhibitor companies at an event. Its implementation, together with all other decisions adopted by FYCMA in this regard, aims to achieve the safest possible environment for our events.

The Standards and Clauses of Participation in FYCMA Contests remain in force in all aspects not expressly mentioned.

## 1. SUMMARY OF GENERAL MEASURES

### ✓ **Mandatory use of masks**

- Establishment of dispensing points.
- Masks with a valve are not effective in protecting other people.

### ✓ **Interpersonal distance of 1.5 metres**

- Adequacy, delimitation, and signposting of spaces
- Establishment of entry and exit points.
- Routes for safely moving around the facilities.



### ✓ **Maximum capacity**

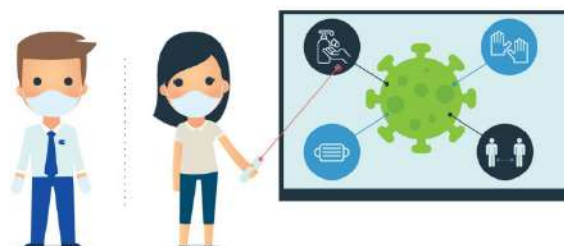
- The maximum number of attendees varies according to the risk level of the district on the date of the event:

<b>Business</b>	Level 0	Level 1	Level 2	Level 3	Level 4
Attendees without previous assessment	100% capacity	85% capacity not exceeding 1000	75% capacity not exceeding 800	60% capacity not exceeding 400	40% capacity not exceeding 200
<b>Cultural and shows</b>					
Attendees	100% capacity	100% capacity	75% capacity	60% capacity	50% capacity

- At levels 1 to 4, business events requesting to exceed the maximum require a risk assessment by the health authority.
  - At levels 1 to 4, cultural events with more than 400 people require a risk assessment by the health authority.
  - Permanent limitation and control through automatic and face-to-face systems.
  - In the case of the halls, this will depend on the plan for each event and a customized study of each case will be made.
- ✓ **Intensification of cleaning and disinfection activities**
- Creation of a hygiene delegate position in all events at levels 1 to 4.
  - Widespread use of sodium hypochlorite.
  - Strict application of disinfection and drying times depending on the elements.
  - Permanent intervention of qualified staff throughout the event.
  - Disinfectant gel dispensing points available to users.
  - Systems to guarantee correct ventilation.
  - Bathrooms with sinks and soap dispensers, as well as non-contact activated hand dryers with HEPA filter.
  - Toilets equipped with taps and soap dispensers as well as hand dryers, non-contact activated and HEPA filtered.
- ✓ **Control and prevention**
- Possibility to incorporate temperature controls at the entrance at the organiser's discretion. This will be a common practice at events organised by FYCMA.
  - Possibility of antigen testing or requesting vaccination or recovery certificates when accessing at the organiser's discretion.
  - Protocol for the detection, isolation, and immediate communication to the healthcare services of possible suspected cases of COVID-19.



- ✓ **Safe assistance**
- Provision of PPE to the staff members of FYCMA.
  - Specific training and qualification plans in COVID-19 prevention.





✓ **Digital commitment**

- Online accreditation, access, and payment systems to avoid using elements that must be physically handled.
- Replacement of informative and promotional media in paper format for digital devices.
- Hybrid formats: generation of online spaces and content to complement the face-to-face experience.

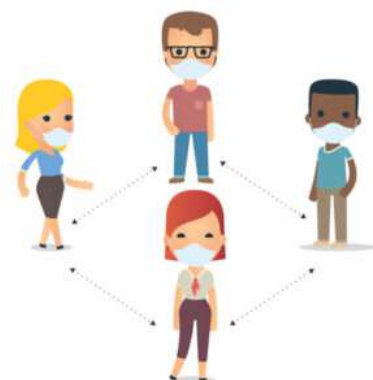
**2. CONSIDERATIONS PRIOR TO PLANNING THE STAND**

- Consider designing a stand with more than one side open to facilitate ventilation.
- Avoid including small enclosed spaces or a ceiling that hinders this.



- Designate a different access for both the entry and exit of attendees wherever possible. Consider placing counters or barrier-type elements around the stand to prevent attendees from entering unauthorized areas.
- Plan the areas of the stand and the walkways around it to avoid attendees crossing paths.
- Design the spaces and place the furniture in a way that facilitates maintaining the minimum recommended interpersonal social distance, both for staff and attendees.

- In limited spaces like these stands, the recommended occupancy to maintain the interpersonal distance is 1 person per every 2.5 or 3 square metres.
- When it is not possible to maintain this distance, consider additional protective elements that provide safety to both attendees and staff.



- Insofar as possible, include relief areas that allow the interpersonal distance of the visitors waiting to be attended. The size of these must depend on the expected influx. In order to preserve safety in communal transit areas, hallways should not be used as spaces designated for this.

- Place vertical signs and arrows on the floor to indicate routes and flows that favour the orderly traffic of attendees, as well as visually help maintain the interpersonal safety distance.
- If the stand includes a specific conference area, take into account the following aspects:
  - Designate a different access for both the entry and exit of attendees wherever possible. Consider putting systems in place that enclose the perimeter to prevent attendees from entering unauthorised areas.
  - Speakers on stage should maintain the recommended interpersonal distance.
  - The minimum distance between the stage and the front row will be at least 2 metres.
  - Seats for attendees must be distributed maintaining the recommended interpersonal distance at levels 2 to 4.
  - The seating for attendants may be distributed with the maximum possible distance between them, but not more than 1.5 m at levels 0 to 1.
- If the stand includes a specific networking area, take into account the following aspects:
  - Stations must be distributed maintaining the recommended interpersonal distance.
  - Include aisles or accesses that prevent people from circulating between the tables to reach their assigned station.
  - Use systems that enclose the perimeter so that participants only use the planned accesses.
- Hygiene and accessibility should not conflict. Consider the DALCO criteria (mobility, understanding, localisation, and communication) of accessibility in your design.
- When assembling the stand, use materials that are easy to clean and disinfect throughout the duration of the event.
- FYCMA makes available its **Measures and Recommendations Guide for Collaborating and Assembly Companies**, which details the requirements and documentation for assembly staff. Please read it and distribute it among your collaborators.

### 3. CONSIDERATIONS PRIOR TO THE HOLDING OF THE EVENT

- Staff members of the stand are obliged to use a mask and must try to maintain a social distance between both each other and attendees wherever possible.
- Situations that generate crowds should be avoided, such as queues to access the stand. To do this, we recommend establishing various passes and a place reservation system for activities, talks or presentations that may bring together a lot of people.

- We also advise establishing an appointments system for receiving assistance at the stand.

#### 4. HYGIENE MEASURES

- Make hydroalcoholic gel dispensers available to your staff and attendees.
- Remind your collaborators of the importance of washing their hands with soap and water frequently. When this is not possible, we recommend using hydroalcoholic gel. It is also necessary to emphasize the importance of not contaminating their hands when coughing or sneezing, by covering the nose and mouth with a disposable tissue or the inside of the elbow and avoiding touching their face.



- It is preferable that no equipment is shared among the staff of the stand, such as laptops, tablets, or microphones. If so, remember that they must be sanitised every time the user changes.
- We recommend that there are no interactive demo facilities that require contact by the attendees. If so, frequent cleaning protocols should be established for these areas.
- In the event that the display of sample and tester products for use by the attendees is essential, implement measures such as:
  - Sanitising the product after it is touched by an attendee.
  - Covering it with a disposable and recyclable item that can be changed after each use.
- When giving presentations or conferences, all contact material needs to be sanitised every time the speaker changes, such as seats, the microphone, lectern, presentation pointer, etc.
- Properly report the guidelines and recommendations to follow:
  - Include the necessary measures and recommendations in communications with your potential attendees.
  - Signpost these on the stand itself.

#### 5. PROMOTIONAL AND COURTESY MATERIAL

We recommend replacing paper documentation and materials with digital systems such as QR codes linked to the documentation accessible on the Internet or sending e-mails containing the required information.

- Sweets or any other types of food products that are not individually wrapped are not permitted.
- We recommend that no promotional materials (brochures, courtesy items) are placed on the counters as they may be freely handled by visitors. It is preferable to place them in a protected space so that they can be handed out in a way that guarantees hygiene.



## 6. CLEANING AND DISINFECTING OF THE STAND

- All elements of the stand, -surfaces, structures, Truss-type assemblies, canvases, audiovisual elements, furniture, etc.- must be cleaned and disinfected before they are opened to the public.
- The stand must generally be cleaned at least once a day.
- We recommend establishing daily cleaning periods of the stand according to the following table:

SIZE (m2)	CLEANING HOURS
Up to 11	0.5
From 12 to 23	1
From 24 to 47	2
From 48	3

- Bear in mind that these times should be doubled on the day prior to opening, when everything will have to be cleaned after assembly.
- Plans should be established to regularly clean and disinfect areas of greatest contact with the attendees, such as counter surfaces, tables, chairs, or handles.

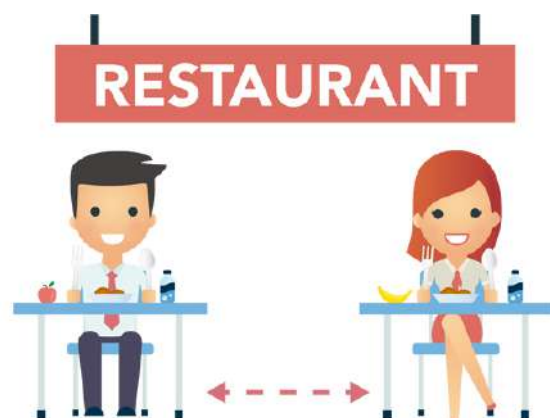




- Cleaning can be performed by the staff of the stand, although we do recommend contracting FYCMA's service to guarantee a fully professional and qualified intervention.
- Remember that if the task of cleaning is assumed by the staff members of the stand, they must use products approved by the Ministry of Health, which can be consulted on the following link:  
[https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/documentos/Listado\\_virucidas.pdf](https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/documentos/Listado_virucidas.pdf)
- The use of ozone sprays or ultraviolet lamps is not permitted, as their safe use with people present cannot be guaranteed.

## 7. CATERING, HOSPITALITY, TASTINGS, AND VENDING

- If you have a specific catering service linked to your participation, we recommend contracting the Lezama Group through FYCMA, an approved supplier, which has a specific protocol for providing this service under the highest safety and hygiene conditions.
- The use of external catering services is possible with the following requirements:
  - Payment of the established fee.
  - Compliance with all regulations on Occupational Risk Prevention and Coordination of Business Activities.
  - Presentation of a specific action protocol to avoid the spread of COVID-19.
  - Acceptance of the protocols established at FYCMA for this same purpose.
- The catering service will only be offered in the form of an assisted buffet or table service.
- Bar service is possible on level 0, provided that a distance of 1.5 m is maintained between groups of people.
- When using catering services and taking part in tastings, you may remove your mask at tables, although you must still always keep the minimum interpersonal distance and avoid wandering between them.
- The catering service must be carried out in specific areas designated for this, where compliance with the sanitary guidelines established for hospitality is ensured by maintaining the minimum interpersonal distance between the users of the tables, using separators, or limiting spaces to avoid the continuous passage of people.
- In order to ensure proper coordination, the catering activities will be requested from the organization within a minimum period of 15 days prior to the start of the event.



- The use of biodegradable or recyclable materials is recommended in all packaging used.
- Tastings must take into account the following considerations:
  - The consumption of tasting products must be carried out in specific areas designated for this, where compliance with the sanitary guidelines established for hospitality is ensured by maintaining the minimum interpersonal distance between the users of the tables, using separators, or limiting spaces to avoid the continuous passage of people.
  - It is not permitted to eat or drink while wandering around the exhibition.
  - Food can only be handled by trained staff.
  - Self-service products should be offered individually wrapped.
  - Unpackaged food portions should be served by trained staff.
  - In the case of beverages, we recommend using disposable cups with lids.
- FYCMA has placed informative signs on its vending machines containing recommendations for their safe use, including the use of hydroalcoholic gel before and after.

## **8. SALE OF FOOD PRODUCTS**

At events where the sale of food products is permitted, the instructions below will be followed:

- Any form of self-service shall be dispensed with for unpackaged food.
- Unpackaged products will be placed out of the reach of the public to avoid direct handling. If this is not possible, they will be placed behind screens or signposted to avoid any possible handling.
- The person responsible for the sale must wear gloves.
- Signs and posters will be used to inform about the hygiene measures and the need to cooperate in their compliance to safeguard the safety and well-being of all users.

## **9. PARCELS AND GOODS PROTOCOL**

- Exhibitors are responsible for ensuring that all material for which they are responsible is properly sanitised.
- In the case of those destined for events and carried by parcel companies, the period required for delivery to the facilities will be 24 hours before the opening of this event.
- Vehicles are generally not authorized to enter exhibition halls. Goods will be brought in using manually operated transportation carts or pallet trucks, for example.
- The exhibitor is responsible for sanitizing those hand goods carried by itself into the venue.

- With regard to the collection of goods, the exhibitor must leave the materials correctly packaged, labelled and ready for collection by the courier service in the space provided for this purpose. The organization will never intervene in the handling of boxes/materials.

## 10. ACTIONS TO TAKE IN SUSPECTED CASES OF COVID-19

At events where a prior temperature control is in place at the entrance, FYCMA reserves the right to not admit attendees whose temperature exceeds 37.5°.

- In the event of a potential suspected case:

When a person has a fever or other symptoms linked to COVID-19, they should go to the medical service to be seen to and assessed. A mask, and gloves if possible, must be worn as they make their way to the medical service. Once there, they will follow the instructions of the healthcare staff.

- In the event of a firm suspected case:
  - The medical service will notify the Health Service and the organization so that they can take the relevant measures.
  - Unless indicated otherwise, sick people cannot continue participating in the event.
  - All belongings or material used daily by the affected person must be stored in closed plastic bags. The use of gloves and a mask is required for this operation.
  - With the collaboration of the affected person and the exhibitor, a record of activities performed and the people they have been in contact with must be established.
  - Based on this information, a disinfection plan and a specific contact management plan will be prepared.



## 11. KEY RESPONSIBILITIES OF THE EXHIBITOR COMPANY

- Ensure that both its own staff and its collaborators are not showing symptoms linked to COVID-19 and have not recently been in contact with people who have tested positive.
- Ensure that occupancy at the stand is kept within the appropriate limits and be proactive in reducing it when necessary.
- Avoid the formation of queues in hallways or crowds around its stand and manage the dissolution of these crowds.
- Monitor the use of the appropriate PPE by its own staff members and collaborators who are tending to the stand.

- Train its staff members in the hygiene measures taken and in their assigned functions, such as managing visitors or cleaning routines.
- Keep its stand in good hygienic conditions throughout the event.
- Completely clean and sanitise the stand at least once a day.

## **12. TRACKING BY FYCMA**

- FYCMA will ensure compliance with the indicated measures and reserves the right to not admit people or close spaces when they do not meet the health and safety conditions.
- FYCMA reserves the right to act ex officio, cleaning and billing for this service, when the exhibitor does not clean its stand or does so improperly.

## **13. DISCLAIMER**

FYCMA is not liable for any claims that may be filed by third parties if they become infected with SARS-CoV-2 or any other contagious illness.