

KUTENO

Kunststofftechnik Nord

smart & safe

01. – 03.09.2020

The supplier trade fair for plastic processors
in northern Germany

A2 Forum | Rheda-Wiedenbrück

1. Hygiene concept
2. Distance concept
3. Visitor management concept
4. Follow-up concept
5. Catering concept
6. Safety concept

1. Hygiene concept:

Compliance with the hygiene standards set by the Robert Koch Institute

The consistent observance of the applicable hygiene standards forms the conceptual basis for a safe and successful **KUTENO** in September.

The exhibition center A2-Forum in Rheda-Wiedenbrück has an excellent infrastructure, which guarantees the highest standards of hygiene. The following measures are taken by us in order to meet the increased security requirements:

- a. Information campaign:** Before and during the exhibition, starting before set-up and arrival, active information of exhibitors, visitors and service providers about necessary, from all infection protection measures to be observed:
 - ▶ Measures and possibilities for hand hygiene on the premises
 - ▶ Respect of the recognized distance rules
 - ▶ Prioritisation of a no handshake policy
 - ▶ Self-discipline with the hand-face affinity
- b. Disinfectant dispensers:** Provision of disinfectant dispensers in the exhibition halls, sanitary facilities, catering zones, restaurant and the entrance area
- c. Face masks:** At the information desk in the foyer and in front of the main entrance, face masks are available for exhibitors and trade visitors face masks will be provided. The exhibitor can register on seat of his stand, the exhibitor shall refrain from wearing the face mask, provided that he 1.5 m minimum distance to the trade visitor
- d. Ventilation systems:** Adapted hall ventilation for continuous good ventilation
- e. Cleaning intervals:** For heavily frequented areas such as entrances, door handles, stair railings and sanitary facilities, the cleaning measures are increased as a precautionary measure
- f. Exhibition stands:** Exhibition stands are disinfected before being handed over to exhibitors
- g. Corona-compatible stand furniture:** Possibility of renting corona-compatible stand furniture, such as a plexiglass panel for the reception counter/counter

2. Distance concept:

Ensuring a density of persons that allows a general minimum distance of 1.5 m between persons in the entire area and all areas

By adapting the areas in the entrance area, the corridors and the measuring halls as well as proactive control of the number of visitors, we ensure that the applicable distances between people at **KUTENO** in September. The following measures are carried out by us, so that these are guaranteed:

- a. Entrance area:** No waiting times at the entrance due to prior registration. The majority of guests can enter the building immediately after scanning. For remaining waiting guests distance markings are applied
- b. Hall layout:** Adapted hall layout with aisle widths of at least 4.5 m and long rows of stands instead of many smaller islands
- c. Guidance system:** Implementation of a targeted guidance system ensures that trade visitors can visit all exhibition stands without any detours and thus have the same visibility of all exhibition stands is enabled
- d. Exhibition stand specifications:** As compensation for adapted hall layout and if necessary, exhibitors will be allocated more stand space if they comply with the rules on distances
- e. Exhibition stand specifications:** As compensation for adapted hall layout and for If necessary, exhibitors will be allocated more stand space if they comply with the rules on distances
- f. Defined maximum stand crew:** To ensure the minimum distance also between the personnel, there will be a maximum number of people who can be present at the stand at the same time can look after the exhibition stand, depending on the size of the stand:
 - ▶ up to 14 m² 2 persons
 - ▶ 15 to 24 m² 3 persons
 - ▶ 25 to 30 m² 4 persons
 - ▶ from 31 m² 5 persons
- g. Exhibition stand construction:** To ensure a safe exhibition stand construction it will be operative adjustments to the logistics services. The empties are transported by the exhibitor himself to the transported to the storage areas provided for this purpose.

3. Visitor management concept:

Intensification of visitor marketing activities towards decision makers and high potentials to achieve a very high KUTENO trade visitor quality

By adapting the visitor management concept, we ensure that the trade visitor numbers distributed equally over the three days of the fair and, in addition, the quality of visitors is kept very high as usual. The following measures are taken by us is carried out to ensure that this is the case:

- a. Online visitor registration:** The core of the new visitor management system will be trade visitors should register in advance online as trade visitors and register for decide on a fixed date for the visit, either in the morning or in the afternoon. For this purpose, we provide fixed visitor quotas for the respective slots in order to ensure that the number of visitors is evenly distributed over all three days of the fair and in addition not to exceed the specified density of people in the exhibition centre
- b. Maximum number of trade visitors in the exhibition center:** The gross area of **KUTENO smart&safe** amounts to over 9,500 m² in total. The walk-in movement and exhibition area relevant for the trade visitors (exhibition aisles and corridors) amounts to over 3,800 m². In order to guarantee the We plan to have one trade visitor per 10 m² to ensure the safety of trade fair participants. With a additional number of 30 persons (employees of: organizers, exhibition hall operators, caterers, security, stand builders, etc.) 350 trade visitors per visitor slot may visit the trade fair visit. With 6 visitor slots, this enables a total of 2,100 trade visitors
- c. Increased visitor marketing measures towards decision-makers:** Due to the limited number of trade visitors, we are strengthening our visitor marketing activities in the direction of high potentials, in order to be able to continue to work for the accustomed very high **KUTENO** trade visitor quality
- d. Measures to ensure a high rate of visitors from plastics processing company:** To ensure that the visitor quotas really do meet the plastics processing companies and not from the market companions of our exhibitors in the field of significant degree, we will also process all visitor registrations in advance and will check

4. Contact tracing concept:

In order to enable targeted contact tracing in suspicious cases, we use the different measures before and during the event. These include other:

- a. Visitor registration:** The trade visitor registration is done in advance with our online ticketing system and by providing personal contact details for possible tracking. The period of stay is also recorded in writing. The data are stored after four weeks in compliance with all the requirements of the data protection completely destroyed
- b. Exhibitor registration:** Exhibitor registration is also carried out in advance with the personal contact details for possible follow-up. The period of stay is also recorded in writing. The data will be published after four weeks at compliance with all data protection requirements completely destroyed
- c. Information campaign in the run-up:** Trade visitors, exhibitors and service providers will be informed in advance about our package of measures and are asked to not to visit the fair in case of symptoms of illness or similar
- d. Information services on the exhibition grounds:** On the exhibition grounds we provide information about the distance and hygiene rules to be observed and ask the fair participants to Not to enter the exhibition centre if symptoms of illness occur

5. Catering concept:

Adaptation of the **KUTENO** catering concept to maintain hygiene and distance rules

The previous conceptual orientation of **KUTENO** catering was mainly self-service in the Meet&Eat areas, and the use of the catering zones for communication between the trade fair participants. In order to continue to provide them with high-quality catering which also supports the hygiene and distance concept, we adapt this concept to the needs of the according to the increased safety requirements:

- a. Meet&Eat areas:** The compact Meet&Eat corners will be removed from halls 1, 2, 3 and 5 into the corridors, hall 4 and the outdoor area in front of the main entrance relocated
- b. Catering service level:** Instead of self-service, the catering service is provided directly by the catering staff
- c. Additional catering service:** In order to guarantee continuous catering for the exhibitors the catering staff will drive through the exhibition halls with serving trolleys
- d. Exhibitor party:** Waiver of exhibitor party on the second day of the fair and of any stand parties
- e. Trade fair restaurant:** Implementation of a spacious trade fair restaurant in hall 4 and ensuring the distance rules according to the restaurant regulation

6. Safety concept:

Preventive measures for the safety of all trade fair participants

To ensure the safety and health of all participants at **KUTENO**, we will have taken the following measures:

- a.** The first-aid station on the exhibition grounds is staffed by medically trained personnel and medical staff trained in the handling of infectious diseases.
- b.** Should a suspected case of infection occur during the trade fair or event, the all spatial and organisational precautions have been taken to ensure that immediate to take corrective action.
- c.** Exhibitors and visitors will be informed of these measures via our information desk in the foyer, where they can turn on suspicion.