

# Japan Exhibition Association

## Guideline Checklist for Exhibition Organizers

For exhibition organizers

### 1. Checklist for All Parties: Exhibitors, Visitors, and Others

- ☐ Inform all parties that wearing masks is required throughout the entire exhibition period, from move-in to move-out.
- ☐ Mealtimes should be staggered to avoid crowding; avoid sitting face-to-face.
- ☐ Inform all parties that everyone entering the site will have their temperature taken and will be asked about their physical condition and that, depending on results, they may be refused entry.
- ☐ Inform all parties that they should download a contact tracing app.
- ☐ Announce on website that all parties are requested to observe these Guidelines.

### 2. Checklist for Organizers and Supporting Companies

- ☐ A manual detailing how to deal with a suspected outbreak should be prepared and shared with the venue and support companies.
- ☐ Prepare a supply of masks for distribution to anyone entering the venue who has lost or forgotten their mask.
- ☐ Install acrylic panels or other barriers on the reception counter and other areas where there is face-to-face interaction.
- ☐ Install floor markings at one-meter intervals at the reception counter, restrooms and other areas where crowding can be expected.
- ☐ Arrange for staff to have their temperature taken at all entrances to the venue using thermography equipment or contactless thermometers.
- ☐ Use cashless payment systems wherever possible. Arrange for trays for handling cash or credit cards.
- ☐ Alcohol-based hand sanitizer dispensers should be placed at all entrances and throughout the venue.
- ☐ Arrange for the following signage to be installed throughout the venue:
  - ☐ Wear a mask ☐ Sanitize your hands ☐ Activate contact tracing app (keep QR code or Bluetooth in "on" mode)
  - ☐ Avoid crowding ☐ No food or beverages outside of designated areas
  - ☐ No loud talking/measure temperatures (at venue entrances only)
- ☐ Identify high-frequency contact areas and arrange for these to be sanitized.
- ☐ Arrange for staff to check for loud talking and crowding and remind all parties to avoid doing so.

- ☐ Refrain from holding or limit attendees to events where there is a contagion risk, such as opening ceremonies or parties, etc.
- ☐ Lounges and rest areas should be arranged so as to avoid face-to-face interaction. If face-to-face interaction is expected, acrylic panels or other barriers should be installed.
- ☐ If food or beverages are served, follow the measures set out in the guidelines set out.
- ☐ Arrange to have masks, tissues and other trash disposed of according to the guidelines set out.
- ☐ Avoid stand designs, decorations, and other constructions that are difficult to install or remove so as to reduce the amount of on-site manual labour.

### 3. Checklist for items to be confirmed with the Venue

- ☐ Confirm and coordinate with venue management and local authorities regarding rules and procedures for dealing with infection control at exhibitions.
- ☐ Confirm with venue management any limits on the number of persons allowed inside the venue.
- ☐ Confirm with venue management whether equipment for taking temperature and measuring numbers of persons is provided by the venue and can be used by the Organizer.
- ☐ Confirm with venue management the level of ventilation control that is possible

### 4. Checklist for Items to be Communicated to Exhibitors

- ☐ Distribute the latest guidelines to exhibitors and inform them they should following those guidelines when preparing their participation in the exhibition.
- ☐ Instruct exhibitors to create a list of their own staff and the staff of their subcontractors who will attend their booth each day of the exhibition.
- ☐ Instruct exhibitors to maintain a list of customers visiting their booth (list company name, name of person, and date/time).
- ☐ Instruct exhibitors to prevent crowding occurring on their booth to avoid lengthy meetings with customers.

### 5. Checklist Regarding Visitor Management

- ☐ Use a pre-registration system for visitors, or maintain a register of all visitors who attend the exhibition. These records should be kept for at least three weeks.
- ☐ Request that visitors stagger the time of their visits so as to avoid crowding.

If you have questions about the Guideline Checklist, please contact us at the following:

**Japan Exhibition Association**

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