



Fact Sheet

Measures for the Use of Conference Rooms

Dear Sir/Madam,

We will be delighted to welcome you to the Messe Stuttgart venue in the near future.

Messe Stuttgart is monitoring the current situation relating to Covid 19 (Corona virus SARS-CoV-2) very closely. To this end, we are in close contact with the responsible authorities in the federal state of Baden-Württemberg and are taking account of the requirements and recommendations regarding the conducting of events. The safety, health and well-being of all people who come to us is our main concern and has the highest priority.

In order to make a safe resumption of events possible, we have developed a concept that combines hygienic, medical and organisational measures. The measures are combined under the heading "Safe Expo - Safe for people. Good for the economy".

This fact sheet "Measures for the Use of Conference Rooms" is based on the current regulations "Measures against the Spread of the Corona virus of the State of Baden-Württemberg" valid as of 01 July 2020 and the Ordinance of the Ministry of Economic Affairs and the Ministry of Social Affairs on the Containment of Transmissions of the Corona virus (SARS-CoV-2) at Trade Fairs, Exhibitions and Congresses (Corona Ordinance of 14 July 2020).

From 01 September 2020, the special requirements and the hygiene requirements in particular of the applicable issue of the Corona Ordinance and the Ordinance of the Ministry of Economic Affairs and the Ministry of Social Affairs on the Containment of Transmissions of the Corona virus (SARS-CoV-2) at Trade Fairs, Exhibitions and Congresses (Corona Ordinance of 14 July 2020) have to be observed at all events according to § 1(1), unless otherwise provided for in this regulation.

All of the following measures are based on the current level of knowledge and may be adapted at any time to event-related requirements. We shall inform you of any changes as soon as possible.

Current information on the Corona virus and our hygiene and safety standards you can find on: www.messe-stuttgart.de/safe-expo.

Messe Stuttgart



Conference rooms

- The seating must be arranged or marked so that a distance of at least 1.5 metres can be observed at all times.

We recommend the use of a parliamentary seating plan.

- The social distancing rule must also be observed in face-to-face conversations and during breaks.
- Information about infection protection and the associated rules of conduct are depicted in the rooms as signs.
- Please note that walking routes, as well as entrances and exits, are predefined where necessary. This is the only way to ensure that the paths of our visitors do not cross.
- There should be separate entrances and exits (where space allows).
- The common areas should be designed based on the number of participants so that the social distancing rule of 1.5 metres between people can be observed.
- The designation of catering zones with tables (small units) is advisable.

Event Manager

- For the duration of the use of conference rooms the contracting party shall appoint an event manager as a person in charge and contact person.
- The event manager shall ensure that the hygiene and social distancing rules are observed when people are entering and exiting the event and during the actual event, and the requirements of the Law on the Prevention of Infection are complied with.
- Contact tracing
All persons participating in set-up, dismantling and event (including service personnel provided by the event organiser and others) are subject to full registration by the event organiser so that the health authorities can trace infection chains if necessary.



Hygiene measures

- The recommendations of the Robert Koch Institute on hygiene must be observed (www.rki.de).
- Hand sanitiser dispensers are available at the entrances and exits, in the foyer and in the toilet facilities.
- Information about infection protection and the associated rules of conduct are depicted in the rooms as signs.
- The maximum number of people in one room must be observed.
- Lifts may only be used by two people at the same time.
- Lifts should be reserved for individuals with restricted mobility and for parents with prams, buggies, etc.
- The use of open staircases, e.g. in the foyer of the ICS, is recommended.
- Please note that designated and marked routes must be observed.
- The cleaning frequency of frequently used contact points (e.g. door handles, lift buttons and tables) has been increased. Disinfection measures are implemented on a regular basis
- The entire building/halls and all conference rooms are continuously supplied with fresh air.

Face covering/mask

- During their stay on the fair grounds, persons from the age of 14 years must wear a medical mask. Children between 7 and 14 years of age have to wear masks but they can use non-medical masks.

There is no obligation to wear a medical mask:

- for individuals for whom wearing of a medical mask is not possible or appropriate for health or other reasons (evidence of medical certificate),
- the medical mask can be removed once you take your seat,
- when using catering services (in the catering zones),
- at exhibition areas of congresses, individual stands, if the event organiser or exhibitor can guarantee compliance with the minimum social distancing of 1.5 metres between people.