



## [ Messe Freiburg ]

Concept including measures for the realisation of the 34th International Kulturbörse Freiburg from 23 to 26 January 2022 on the grounds of Messe Freiburg during the Corona pandemic

Development status: 16 August 2021 - Subject to change.

Coordinated with the Office of Public Order and the responsible public health department

For reasons of better readability, the masculine form is used for personal names and personal nouns. Corresponding terms apply in principle to all genders for the purpose of equal treatment. The abbreviated form of language does not imply any valuation.

## 1. Initial situation

A prerequisite for holding the International Kulturbörse Freiburg (IKF) on the grounds of Messe Freiburg is the submission of a hygiene concept that specifies the necessary precautions for compliance with hygiene and protective measures to prevent the spread of the coronavirus. This concept has been coordinated with the Office of Public Order in joint discussions.

This concept is to be recognised by all companies involved in the IKF (exhibitors, suppliers, service providers, FWTM, etc.), implemented at the respective event and presented or displayed to the responsible health authorities upon request. The following specifications are minimum standards and are intended to serve as a basis for the implementation of activities within the framework of the implementation of the IKF on the grounds of Messe Freiburg. In the event of competing recommendations, the official requirements must always be given priority.

Existing occupational health and safety requirements are not affected by this and must be observed.

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## 2. general hygiene requirements

Compliance with the requirements of the State of Baden-Württemberg based on the respective valid ordinance must be ensured. This applies in particular to contact restrictions, distance regulations, corona proof (tested, fully vaccinated or recovered) and the maximum number of visitors permitted.

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## 3. full registration / ticket purchase

All persons who are present at the trade fair during the duration of the IKF must be registered digitally in advance (before entering the trade fair grounds) for each day of the trade fair with the following, required data complete and accurate:

- Surname and first name
- Date as well as beginning and end of stay (= day of the fair)
- Telephone number (if available)
- address
- Instruction on the obligation to segregate in accordance with the "Corona Ordinance Segregation" in the event of suspected illness despite vaccination or recovery from a contact person confirmed by the Public Health Office, in the following no admission to the event possible.
- Approval of the proof of status fully vaccinated, recovered or tested.
- Additional data of interest to the organiser as voluntary information

This data will be deleted four weeks after the visitor's stay on the premises of Messe Freiburg, unless the visitor has consented to its further use. The applicable data protection guidelines must be observed when collecting and storing data.

As a matter of principle, the maximum possible registration in the run-up to the trade fair is to be aimed for. Visitors must be adequately informed of this via the communication channels used (see point 9).

On the basis of this registration

- Visitor access ticket

- Exhibitors Exhibitor passes
- Third party accreditation passes

Exhibitors and third parties must ensure that the persons registered by them always carry the exhibitor/accreditation pass for the relevant day of the fair. A change in personal accreditation is only possible in exceptional cases (e.g. illness) by cancellation or new registration. This can be done either at the Helpdesk or at the Information Desk. The passes / accreditations of exhibitors and service providers are personal and non-transferable.

### 3.1. Ticket purchase for visitors on site

Ticket sales will not be advertised in the run-up to the events in order to maximise registration before the fair. Visitors arriving on the day of the event will be informed via clearly visible signage in the area of Messe Freiburg about the recommendation to register online via a mobile device, e.g. smartphone, and to secure an access ticket before entering or driving onto the exhibition grounds.

### 3.2. visitor vouchers for distribution via exhibitors

Each exhibitor receives a defined number of one-time use voucher codes in digital form via a distribution key, which can be redeemed by the visitor for a freely selectable day.

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## 4. Approval of the proof of status fully vaccinated, recovered or tested

### 4.1. Scope

All persons staying in the exhibition during the duration of the IKF must, before entering the exhibition grounds, present proof of

- the completion of a full vaccination 14 days prior to entering the exhibition grounds, **or**
- recovery by means of a proof document with the criterion that the infection has been confirmed by PCR testing. Furthermore, in addition to the test/notification date, it must be clearly evident to which person the document was issued. **Or**
- a negative test certificate issued to the person in question. The underlying test must have taken place no more than 24 hours ago,

(hereinafter referred to as Corona proof).

In principle, the requirements of the Corona Ordinance must be complied with by all persons. Thus, even fully vaccinated or recovered persons who show typical symptoms that indicate an infection with the corona virus are not permitted to enter the grounds.

### 4.2. Exemptions for pupils and children

Pupils who do not show any symptoms are exempt from compulsory testing upon presentation of current proof (pupil ID cards). Furthermore, children who have not yet reached the age of six or have not yet started school and do not show any symptoms are also considered to have been tested.

## 5. Personal logistics

### 5.1. Entrance and Exit Fairgrounds

#### (a) Visitors via the boulevard / visitor car park

The number of entrances and exits depends on the halls used. Every visitor will be scanned on entering and leaving the exhibition building using their ticket.

#### (b) Exhibitors and service providers via boulevard / visitor car park and service yard

Exhibitors and service providers will receive a corresponding number of exhibitor passes based on their registration in advance. These passes must be personalised and presented in addition to the „Corona proof“ certificate (see item 5) when entering the event grounds.

In the case of delivering companies (e.g. logistics companies), the required data of the delivering person (first and last name, address, date and period of presence and telephone number or e-mail address) and the 3G proof will be collected before entering the grounds at entrance 1. If Corona proof is not possible, deliveries by external companies (haulage companies, etc.) during the event period can only be made up to the barrier of the delivery yard. The exhibitor is responsible for organising his own transport on the exhibition grounds.

### 5.2. Restrictions / refusal of access

Persons who cannot show a ticket / exhibitor pass / accreditation and Corona proof for the current day of the fair will be refused admission (exception see point 4.2). You can register online via your own mobile device.

### 5.3. Visitor guidance

The aisles in the halls are designed with a width of ideally 4 m so that visitors are able to maintain the minimum distance. In aisles that are less than this width, one-way traffic regulations will be indicated by means of Tensators, grilles, etc., as well as signage. This applies in particular to areas where an increased number of people is expected, e.g. cloakroom, information desk, sanitary facilities, car park vending machine.

Ideally, the foyer between halls 1 and 3 should not be occupied. If this is necessary for an in-house exhibition, the arrangement of the individual stands should be planned with sufficient distance between them and from the entrances, ticket booths, etc. This way, the visitor experiences the implementation of spacing measures as soon as he enters the building (psychological effect). In this way, the visitor experiences the implementation of spacing measures as soon as he enters the building (psychological effect).

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## 6. Hygiene planning

On the grounds of Messe Freiburg, the necessary minimum distance of 1.5m must be ensured and medical or FFP2 mouth/nose protection must be worn inside closed premises (halls, buildings). The visitor will be informed of this by means of additional signage on the grounds with the usual pictograms.

There is no obligation to wear a medical or FFP2 mouth/nose covering

- outdoors, if the minimum distance of 1.5 metres from other persons can be maintained at all times.
- for vaccinated or recovered persons who cannot wear a mask for health reasons and prove this by means of a medical certificate.
- when consuming drinks or food
- in counselling situations, if a structural measure (spit shield) is in place that can be considered at least equivalent protection.
- Children up to and including 5 years of age

In addition, the following measures are taken in the hygiene plan:

## 6.1. Preparatory measures before the opening of the fair

General measures: Establishment of distance lines in areas with expected high visitor numbers, disinfection of interior surfaces, centrally controlled ventilation of the halls and foyer with filtered outside air via the building management system, provision of disinfection dispensers at entrances and exits, hall crossings (disinfection in "passing" without accumulation) and in the sanitary facilities, classification of urinals, minimising the need to open doors (exception: Fire doors), increase cleaning intervals with documentation visible to visitors.

Measures **at the entrance**: distance markings in the waiting area, visual inspection of medical or FFP2 mouth-nose covering, provision of disinfection dispensers.

Measures **at the exit**: distance markings in the waiting area, if applicable, provision of disinfection dispensers and waste containers for disposable gloves/masks.

Measures **at the cloakroom and information desk**: one-way regulation in the waiting area, distance markings in the waiting and lounge area, spit protection between staff and customers, disinfection of cloakroom tokens when returned, gloves for staff at the cloakroom.

Measures **at the exhibitor stands**: As far as possible, visitors shall be allocated a fixed place at individual stands. Seating and standing areas are to be arranged, for example by leaving them free or by creating sufficient space between them, so that the minimum distance of 1.5 metres between people can be maintained. At counters used for counselling, for example, the installation of a spit shield is recommended.

## 6.2. hygiene/disinfection measures during the performance of trade fairs

Regular disinfection of the interior surfaces, especially the catering and toilet areas after the end of the trade fair day, ventilation of the halls, emptying of waste containers.

During a trade fair day, surfaces in highly frequented areas and sanitary facilities are cleaned regularly in the course of the day and publicly documented in the sanitary facilities on the basis of time information and signatures.

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## 7. special requirements for catering / catering accompanying talks

Compliance with the requirements of the Corona Ordinance of the State of Baden-Württemberg must be ensured.

The catering area and the area for queues are to be generously laid out, if necessary with one-way traffic, and coordinated with the responsible project manager. Mouth and nose coverings may be removed when food and beverages are consumed.

If catering accompanies a discussion, the exhibitor must also comply with these regulations.

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## 8. Staff

The staff scheduling of all participants has to be done in such a way that the risk of infection is as low as possible and the applicable hygiene and occupational health and safety rules are observed.

### 8.1. Training

Employees of all parties involved are to be trained in a suitable manner on the following contents, among others: self-protection, protection of colleagues and guests/visitors, avoidance of infection risks, dealing with customers of different visitor groups (children, elderly people, people who belong to risk groups), how to pass on information to visitors regarding the hygiene concept, behaviour on site in case of infection.

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## 9. Visitor information

### 9.1. Visitor information in the run-up to the fair

Potential visitors will be informed conspicuously and unambiguously in the run-up to the fair via all communication channels used and all means of communication used (website, FAQs, newsletter, posters, flyers, vouchers, ...) about the applicable framework conditions and the measures resulting therefrom. This also applies in particular to the areas of full registration, Corona proof and online ticketing in advance.

### 9.2. Visitor information on the grounds

Visitors are informed of the following points by means of suitable, clearly visible notices:

- Presentation of Corona proof
  - Hygiene and distance regulations (keep a minimum distance of 1.5 m, cough and sneeze etiquette, wash hands, do not touch your face, use disinfectants, no handshakes, obligation to wear medical or FFP2 mouth/nose protection)
  - the company's own hygiene concept
  - and that violations can lead to expulsion from the respective facility.
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## 10. Exhibitor information

Messe Freiburg will inform the exhibitor about the general conditions of his participation and he is obliged to ensure that the specifications of this concept (in particular for catering accompanying discussions) are met on the booked stand area.

Documents, catalogues, brochures, promotional gifts, etc. may be provided for self-service by the visitor; their presentation areas must be cleaned regularly.

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## 11. Additional events



The holding of any parallel or supplementary events on the grounds of Messe Freiburg that are not part of the International Kulturbörse Freiburg, such as evening events, openings, lectures, stand parties, etc. is not permitted.

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## 12. Contact tracing in case of infection

Contact tracking is ensured via full registration.