

GUIDELINES FOR HEALTH & SAFETY

Trade Show Layout

Where possible physical distancing should be a key focus of a safe show floor, evaluate every area on the show floor to minimize crowds, and ensure the ability to physically distance. Coordinate with the Show Organizer to have a plan for the show floor that encourages physical distancing. Suggestions for increased space include:

1. Spread in-line booths apart where space allows.
2. Increase side-rail to 8 feet.
3. Eliminate roadblocks, booth properties, or furnishings, that result in attendees closely gathering.
4. Encourage exhibits with one-way traffic flow, open spaces, and multiple entry/exit points.
5. Mark the show floor with traffic flow patterns, this will help to ensure all groups are moving in the same direction and avoiding contact.
6. Consider limiting staff to crucial personnel only, and staggering labor calls to limit congestion at ingress and egress points.
7. Adequately staff each event to encompass monitoring clustering and proactively address any issues as they happen. Consider assigning this monitoring as a job function. See the section regarding staff and labor for additional suggestions to limit the number of persons in one area.
8. Work with all parties to review the full show schedule to allow for adequate staffing levels, physically distanced. Use the previous physical distancing guidelines combined with the labor hours

The guidelines outlined here should be used in all public situations where possible.