

A Guide to Events during COVID19 by INDEX Conferences and Exhibitions. This guide is for all our partners and attendees to be aware of the protocols and procedures that will be implemented during the Event **UAE International Dental Conference and Arab Dental Exhibition – AEEDC Dubai**

These guidelines have taken into account the mandatory requirements as prescribed by the relevant government authorities, the Dubai World Trade Centre and the suppliers operating during the full duration of the Event. ***This document is subject to change and updates and if you have any questions please do not hesitate to contact us.***

Note: In all cases face masks are mandatory*

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A. EXHIBITING AND VISITING

1. Please utilize all digital registration procedures well in advance of your arrival.
2. The permitted venue capacity while adhering to a 2m social distancing corresponds to 1 (one) person per 4sqm gross.
3. Single use carpet will be used for the exhibition aisles.
4. The Exhibition Hall will allow for one way traffic only. Directional signage and traffic marshals will support this procedure.
5. **Show Days** -Social Distancing Rules must be followed inside the perimeter of the stand space of 4sqm per person. Example: 36sqm = 9 persons at any one time including both staff and visitors.
6. **Build Up and Breakdown Days** -Social Distancing Rules must be followed inside the perimeter of the stand space of 4sqm per person. Example: 36sqm = 9 persons at any one time including both staff and builders.
7. We recommend you design an entrance and exit point on your stand to control the number and direction of visitors.
8. Please share brochures and contact details digitally.
9. Samples / giveaways should be individually package or wrapped.
10. Food and Beverage distribution must be Covid compliant.

B. THE VENUE

1. The Dubai World Trade Centre has been certified by the Bureau Veritas SafeGuard Label, which attests to its compliance with the highest hygiene standards.
2. The permitted venue capacity while adhering to a 2m social distancing corresponds to 1 (one) person per 4sqm gross.
3. All elevators at DWTC are operating at 30% capacity or to hold a maximum of 4 (four) people-whichever is lower.
4. Signage has been installed at key locations across the premises to spread awareness about safety regulations. Digital screens across the venue display messaging related to safety measures.
5. Floor stickers and other guides are installed to support social distancing measures as outlined in the government guidelines. These are installed at strategic locations across the venue i.e. elevators, escalators, at restrooms, at F&B outlets, venue entrances and along concourse areas.
6. Sanitisers have been installed at key locations: at entrances to the premises, at entrances to halls and meeting rooms, in F&B outlets, in washrooms, within parking areas, in service yard restrooms and in all meeting rooms used for internal and external meetings.
7. Isolation/quarantine rooms have been designated at the venue. A dedicated and trained 'Venue Safe Team' has been assigned to carry out regular internal audits to ensure strict compliance to government health and safety guidelines.
8. Tannoy/PA systems are being utilised to make announcements on social distancing inside the halls and in public areas.
9. All emergency evacuation routes and assembly points remain the same, social distancing will be implemented in case of an evacuation.

C. VENUE HYGIENE AND CLEANING

1. Deep cleaning and sanitisation of all areas is conducted after every use: Front of House, Back of House, service yards, car parks, meeting rooms, organiser offices, green rooms, conference spaces, exhibition halls, concert Front of House, venue front of house areas, speaker rooms, translation booths, venue BOH areas, kitchen facilities and other applicable areas.
2. Frequent sanitisation of all high touch public areas - ATMs, credit card machines, handrails, elevators, garbage bins, toilets, counter tops, parking machines/counters and similar is carried out in line with Dubai Municipality health and safety guidelines. Sanitisation of restrooms is conducted every night for 2 hours.
3. Special PPE disposal bins are available at all key entrances and in washrooms for medical waste (masks, gloves etc.) and these are frequently emptied and sanitised – a minimum of every two hours.
4. Sterilisation of the entire venue is conducted once every week.
5. Pre-opening deep cleaning, sanitisation and fumigation of all facilities will be conducted on the last night of build-up. Overnight sanitisation of halls, including high touch points will be carried out between 2am and 6am on every event day. Stand building and preparation to be completed by 10.00 pm without any extension.
6. Where applicable, shutter doors at the back of the halls will be kept open to allow for full circulation of air within the halls prior to build-up.
7. All shared tools and equipment are being/will be sanitised before, during and after each shift, or at any time the equipment is transferred to a new employee.

8. Washroom facilities cleaning and sanitisation will be conducted frequently for all areas of the toilets, during events.
9. Additional housekeeping attendants will be placed in restrooms during events to ensure social distancing is adhered to and to ensure strict hygiene.
10. The frequency of cleaning Back of House areas is increased to at least once every hour in high traffic areas.
11. Single use carpet/exhibition carpet is being recommended at this time.

D. VENUE AIR QUALITY

1. Additional extractor fans protected by HEPA filters have been installed at venue entrances.
2. Weekly air cleaning with high pressure water and coil cleaning agents is carried out. The cleaning frequency can be further increased as per event requirements.
3. Bag filters are being monitored and replaced on a weekly basis as per static pressure drop and climate conditions.
4. DWTC air safety teams are replacing AHU filters and sanitising AC units regularly to ensure complete safety. A new AHU filter is installed prior to each show after the build-up and before the official opening.
5. Air extraction in halls is scheduled and all hall shutter doors will be kept open both before and after the event to assist with air circulation.

E. VENUE STAFF

1. Mandatory temperature checks are being conducted for all onsite staff.
2. All staff are mandated to wear masks at all times. Kitchen and food and beverage service staff are also required to wear gloves.

F. AUDIO VISUAL PARTNER

1. Av staff will wear masks at all times.
2. Gloves will be worn during set up and dismantling.
3. Av staff will be temperature check each day on arrival.
4. Sanitizers will be placed at all workstations.
5. Spray Disinfectants will be applied to all equipment and
6. All Microphones will be received in a fresh plastic pouch.

Disclaimer

All reasonable precautions have been taken by INDEX Conferences and Exhibitions to verify the information contained in this document. These guidelines are for information purposes only and should not be construed as an advice. INDEX Conferences and Exhibitions is not responsible for the content and accuracy of the information provided. While the guidelines aim to provide up-to-date information on protocols and procedures that will be implemented during the Event during the COVID-19 pandemic, INDEX Conferences and Exhibitions continues to monitor the situation closely for any changes that may affect this interim guidance. Should any factors change, further updates will be issued.

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