

## FORM 10A – COVID-19 HEALTH PROTOCOLS FOR EXHIBITORS AND CONTRACTORS



In order for your participation in **EXPO MANUFACTURA 2021** to be developed safely and responsibly, here are the **PROTOCOLS FOR EXHIBITORS AND CONTRACTORS**, during move-in, event and move-out days:

1. Plan a dedicated space to interact with the visitor safely.
2. Use booth designs with surfaces that can be easily cleaned, for example, without cloth covers.
3. It is important that you attend to the health indications and filters located at the entrances; in its entry to assembly and disassembly by platform.
4. All material and equipment entering to the venue must be clean and disinfected previously.
5. Is mandatory the use of face mask at all times, entry and stay in the venue); we suggest you use a mask, goggles and/or gloves for added protection
6. During move-in days, minimize interaction with carriers by leaving deliveries on loading platforms and avoid person-to-person exposures as much as possible.
7. During move-in days, establish timeslots and good communication with the workforce.
8. Be efficient in move-in days bringing your material just to assemble and make details, make use of modular assembly systems to reduce the number of people needed to make a construction (maximizing the distance).
9. Access with food is strictly prohibited to the venue during assembly, event and disassembly.
10. During assembly and disassembly, you must respect the load-free aisles while maintaining the healthy distance.
11. Once the construction of the stand is complete, the contractor and/or exhibitor must ensure the cleaning and disinfection of the materials and furniture that is part of the stand.
12. Promote personal hygiene. Handwashing with soap and water, provide alcohol-based hand sanitizers that contain at least 60 percent alcohol. Provide disposable handkerchiefs, disinfectants and disposable towels that workers can use to clean work surfaces.
13. Encourage workers to report any health or safety concerns.
14. Allow workers to wear masks over their nose and mouth to prevent them from spreading the virus.
15. Encourage your workers not to use other workers' tools and equipment.
16. Ask your workers to stay home if they are sick.

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17. Set flexible working hours (e.g. staggered shifts) when feasible.
18. Practice sensible social estrangement (approximately 2 meters) between people.
19. Encourage the rules of etiquette regarding respiratory, including covering when coughing and sneezing.
20. Use COFEPRIS-approved cleaning chemicals, or that indicate in its content description that they are against coronavirus.
21. Enable the non-contact policy (e.g. avoid shaking hands and consider alternative greetings; encourage contactless payment).
22. Facilitate and encourage your staff to have cleaning and disinfection regimes for your stand, exhibitions and promotional materials (we suggest that your promotional materials be electronic).
23. Whenever possible, display your products in such a manner that they can be well observed without the need to be handled by visitors and remove or minimize brochures and offer gifts that are properly packaged.
24. Make intensive use of screens and technologies to display information.
25. Using a desk or panel as a solid barrier in the booth to separate the staff from visitors.
26. In booths of 9 m2, check that no more than two visitors remain at the same time, if so, that they are well separated from each other.
27. Prevent visitors from having food, sweets or food samples at their disposal.
28. Have a hand sanitizer available for your own and visitors' use.
29. Have a standard waste basket with lid-topped.
30. Manage your exhibitor badges before the deadline to reduce contact on the site.
31. In common areas of the venue, there are trash cans for Sanitary Non-Recyclable Waste, intended for depositing face masks and/or gloves; which are identified for proper collection.

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**IMPORTANT:** THE EXHIBITOR IS REQUIRED TO SIGN ONLY THIS PAGE, TO SHOW MANAGEMENT by e-mail to [operaciones@tarsus.mx](mailto:operaciones@tarsus.mx)

**BEFORE Tuesday, March 30, 2021.**

SHOW MANAGEMENT will not allow THE EXHIBITOR to begin installation if this form hasn't been signed and returned to SHOW MANAGEMENT

WE AGREE TO ALL TERMS SPECIFIED IN THIS CODE, AND PROMISE TO COMPLY WITH THESE TERMS.

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EXHIBITOR SIGNATURE

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NAME OF EXHIBITOR

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COMPANY NAME AND BOOTH NUMBER

**For more information, please contact: SHOW MANAGEMENT**