

Fastener Fair is committed to organizing event in line with up to date guidance from public health officials, including the Centers for Disease Control and Prevention (CDC), National Centre for Disease Control (NCDC) and World Health Organization (WHO), state and local governments and the protocols put in place by our network of venue partners. As part of that commitment, and to prioritize the health and well-being of everyone at Fastener Fair, we have created a Health & Safety Task Force to develop and implement policies and best practices around COVID-19 response and prevention. Our policies and best practices are being updated and adjusted as more information and guidance becomes available and we will regularly share the most up to date information with our customers.

At this time, we are focused on actively reviewing and strengthening our planning in connection with the following five areas: (1) **collaboration**, (2) **risk management**, (3) **planning**, (4) **communications** and (5) **controls / precautionary measures**. With these areas as our framework, we are committed to instituting the measures described below to align with and supplement the extensive guidelines and procedures. Reed Exhibitions India is working in close collaboration with **Bombay Exhibition Centre, Mumbai, India**

When you are at **Fastener Fair**, you can expect the following precautionary measures

Show setting

- Clear messaging that reflects all COVID-19 protocols and requirements displayed throughout the venue/event and provided in advance to all customers, vendors and staff;
- Approved self-assessments, non-invasive entry screening, and medical facilities and response teams by the venue/authorities
- Modified exhibit floor to accommodate physical distancing, capacity limits and traffic flow;
- Modified common areas to ensure appropriate physical distancing and dedicated entrance and exit areas;
- Clear guidelines around booth design and cleaning requirements for all exhibitors and on-site inspections to ensure compliance with those requirements;

Hygiene

- A new touch-free registration & admission process where less is more
- Surveillance & thermo screening (on admission)
- Hand sanitizer dispensers deployed throughout exhibit hall and other areas;
- Use of disinfectant products that have been pre-approved and certified by the Government authorities for use against emerging viruses, bacteria, and other airborne and blood-borne pathogens;
- Clearly defined cleaning procedures, including sanitization of key touchpoints (such as door handles) during peak periods and regularly throughout the event;
- Limits on attendance/ registration/meetings/conference session/panel capacity and revised layouts for appropriate physical distancing;
- Transparent shields/shielding to provide physical distancing at Organizers customer-contact areas and service elements;
- Additional time between attendance/ registration/meetings/conference sessions/panels to allow for thorough room cleaning and sanitization;
- No handshake policy; and

- Requiring the use of face coverings by all staff, customers and vendors (i) when the individual may not be able to maintain at least 6 feet of distance between themselves and others, or (ii) as required by state and local government.

Medical

- Medical facility cleaning, sanitation and disinfection, enhanced medical series able to provide a COVID-19 response
- Continuous surveillance / monitoring of attendees by medical teams

DOs & DONTs – Exhibitors & Visitors

- Persons displaying COVID-19 symptoms should not attend. Persons displaying COVID-19 symptoms will be refused admission
- May prefer & should expect others to avoid shaking hands
- Carry a personal supply of hand sanitiser, tissues & wipes in & out of the event
- Keep up to date with public health advice for your location & that of the event. Take time to read health communications & updates from the Organizer
- Carry RPE face masks. Attendees without face masks will be refused admission
- Exhibitors – Periodical disinfecting is must on exhibit on display / demonstration models. Avoid give-away promotional goods & materials etc.
- Exhibitors - We recommend you book an enhanced cleaning / sanitation regime for your stand & you may want to consider having extra sanitising gel / wipes for buyers coming to your stand
- >60% alcohol-based sanitising gels / wipes
- 'Card only' payment policy

Bombay Exhibition Centre & Organizer: Policies and Procedures Implemented in Response to COVID-19

- Bombay Exhibition Centre & Reed Exhibitions India has outlined initiatives for cleaning and sanitation, employee training, partner and vendor protocols, food and beverage service and convention center guidelines for safe and successful events.
- **Cleaning:** There will be an increase in the frequency of cleaning in high-traffic public areas throughout the facility.
 - All Bombay Exhibition Centre staff & organizers will receive a face covering and will be symptom checked when arriving for work.
 - Venue ambient environmental controls (inc. ventilation, temperature, humidity, UV air purification controls etc.) (subject to PH authority guidance)
 - Meeting rooms / meeting spaced will have increased daily disinfection.
 - Restrooms will be sanitized hourly.
 - Shuttles will be sanitized periodically
 - Back-of-house cleaning will have an increase in frequency.
 - All customer equipment will be sanitized (room keys, microphones, etc.)

- There will be an increased frequency of waste removal and strengthened waste separation.
- The temperature control will be as per the directives of PH authority
- **Personal Protective Equipment (PPE):** All Bombay Exhibition Centre staff will receive compliant PPE and will wear it while on property as per the directives of PH authority
- **Food and Beverage:** Food court/catering provider has implemented a variety of new protocols and guidelines related to food and beverage service as per the Government regulations
 - Performed by competent persons e.g. on-site medical staff or under the supervision of medical staff
 - Hand sanitizer stations will be available at function entrances – guests will be asked to use sanitizer upon arrival.
 - Guest contact items will be single-use or will be sanitized between each usage.
 - Self-service buffets will not be offered, and all food displays will be situated behind sneeze guards.
 - All food, beverages & snacks will be served by an attendant (no self service)
 - Food court seating (and general function seating) will be spaced to follow physical distancing guidelines.
 - All pay points will be compliant with physical distancing (including plexiglass barriers), defined line spacing and cashless pay.
 - Food preparation area inspections
- **Staff Training:** All employees (venue & Organizer) will receive training on personal hygiene and handwashing as well as response/recovery protocols related to suspected/confirmed cases.
- **Physical Distancing:** Reed Exhibitions India & Bombay Exhibition Centre is closely monitoring all government mandates and policy changes, CDC guidelines and public health announcements (and will make adjustments to protocols as necessary). The physical distancing standard as required with state and local occupancy limits is to maintain 6' of distance between individuals.
 - Venue will be designating entrance and exit doors to monitor traffic flow.
 - Venue will have designated directional walking paths and lanes.
 - Lounge and other seating areas will be reconfigured to allow for physical distancing.
 - Floor markings are being installed to designate physical distancing in queueing locations.
 - Show admission policy -re. prohibitions over at-risk attendees, high risk & symptomatic attendees, attendees likely to be caught-up in health protection measures e.g. quarantine etc.