

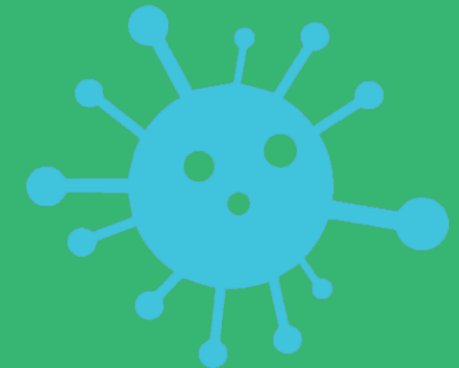
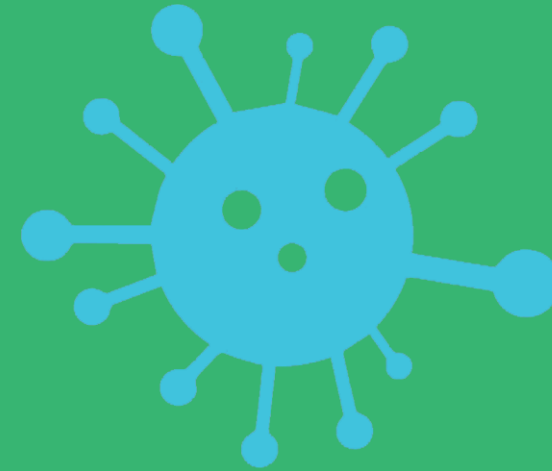


**15th - 17th December, 2020**  
**Dubai Convention & Exhibition Centre**

**COVID-SAFE GUIDELINES & REGULATIONS**

# COVID SAFE GUIDELINES

- ✓ The Middle East Organic & Natural Products Expo prioritizes the safety and health of all the event stakeholders. As organizers of the event, we assure everyone that we are here to strictly follow health and safety protocols to make our event COVIDSafe. We are working closely with Dubai World Trade Centre and the government health officials itself to maintain high safety standards. In line with this, we have prepared health and safety guidelines for the show. Exhibitors and visitors are asked to comply with these guidelines for everyone's safety.



# RISK ASSESSMENT AND PLANNING

Organisers of Middle East Organic & Natural Products Expo 2020 collaborates with the venue management, local authorities and key partners in conducting continuous risk assessment and planning for the safety of the event. Included on our agenda are:

- ✓ Access to the venue
- ✓ Queue management and crowd control
- ✓ Use of technology to minimise point of contact
- ✓ Floorplan to ensure physical and social distancing
- ✓ Due diligence to maintain standardized sanitization towards all our stakeholders
- ✓ End-of-day actions



# BEFORE THE EVENT

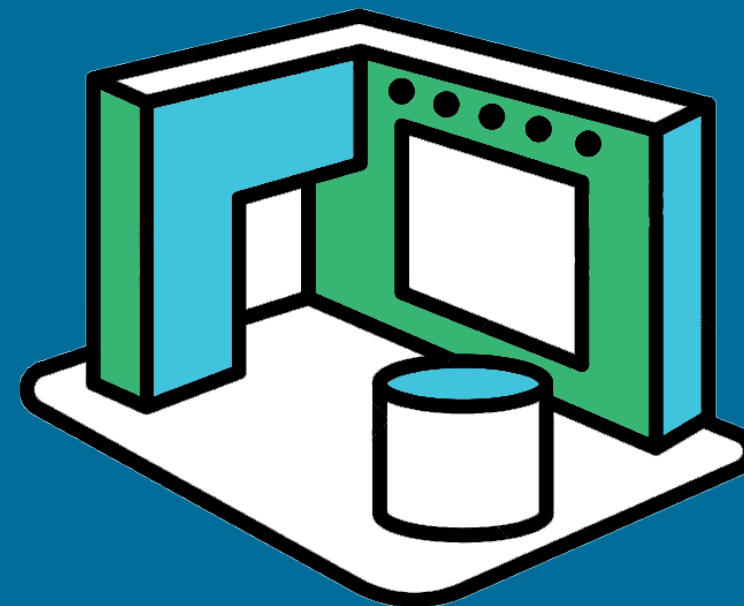
- ✓ All visitors need to pre-register online prior to visiting the show/event.
- ✓ Stay tuned to the Middle East Organic & Natural Products Expo website and communications for updates on travel and health procedures
- ✓ We advise anyone with fever or exhibiting flu-like symptoms and those with close contact with a positive COVID-19 patient to please stay at home instead and abstain from going to the event.
- ✓ Exhibitors need to take a mandatory COVID-test 2 days prior to the show.
- ✓ It is mandatory to wear face masks at all times in the venue.
- ✓ Registration areas will be used to scan pre-registered guests for entry.
- ✓ In areas of queuing social distancing of 2m will be required
- ✓ All external/contracted staff need to be fully trained, have PPE (masks and gloves) and need to undergo thermal screening prior to accessing the venue.



# BOOTH SETUP - EXHIBITORS

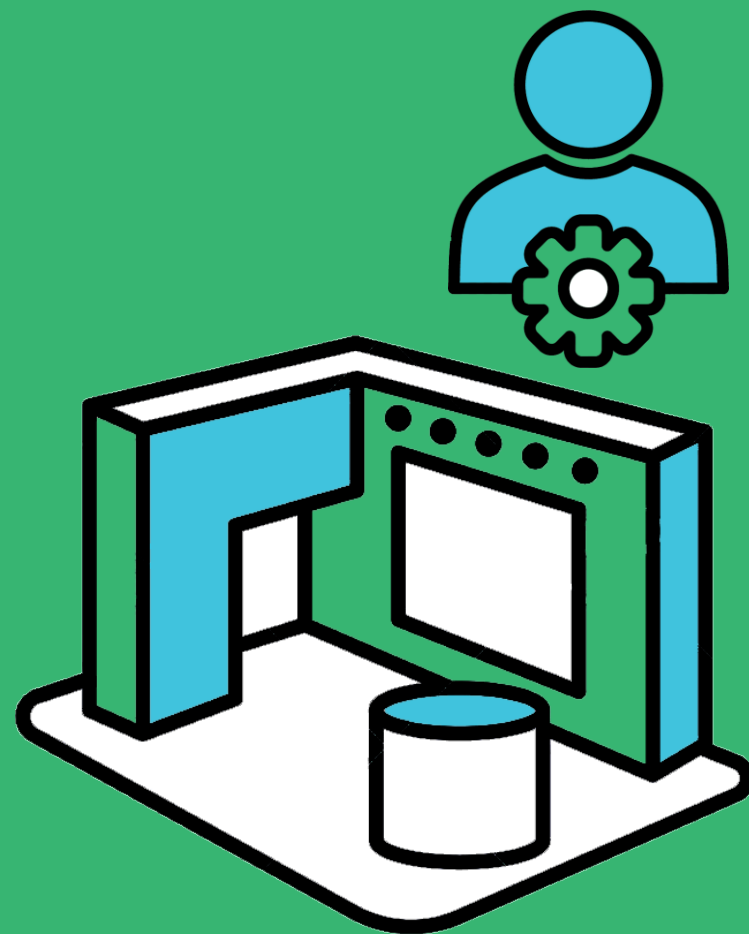
To enhance safety precautions during this year's Expo, exhibitors are asked to follow these guidelines:

- ✓ Check the schedule for building your booth and deliveries. It is highly recommended that you use the show's official freight forwarder for your materials and supplies.
- ✓ Our official freight forwarder has been briefed to clean and sanitise all materials and supplies before and upon delivery.
- ✓ Maintain sanitisers on all stands for both staff and visitors. Gloves can additionally be made available.
- ✓ Once the set up is complete, clean and sanitise all surfaces. Do this all throughout the event period.



# BOOTH MANAGEMENT

- ✓ Kindly observe the 1 staff per 4mt rule at all times. Train your staff to greet visitors without any form of contact.
- ✓ Be creative in greeting your customers! Exhibitors are encouraged to use a badge scanner to record visitor information to minimise contact.
- ✓ Sanitisers need to be made available on all stands for both staff and visitors. Gloves can additionally be made available.
- ✓ Exhibition stand/conference giveaways are allowed only if individually sanitised and wrapped/packaged.
- ✓ Brochures are recommended to be provided digitally through QR codes.
- ✓ Giveaways are not permitted in registration areas.
- ✓ Touch screen product displays need to be sanitised after each use. It is recommended that an usher or staff member be assigned to sanitise all touchscreen and product displays.



# FOOD SAMPLING

- ✓ Please make sure that the staff assigned to prepare and serve the food is wearing a face mask and washing hands regularly.
- ✓ Have hand sanitizer readily available on your booth and put a hand wash station.
- ✓ Where stands/shops have interactive displays and/or product demonstrations that involve visitors touching or using items, the exhibitor needs to include social distancing measures and ensure that all items are wiped/sanitized between each interaction.
- ✓ Individually packed food items are being recommended to all clients for selection.
- ✓ Food products should be pre-packed hygienically and placed at the correct temperature in relevant chillers and hot cabinets for cold food (less than 5°C) and hot food (above 60°C).
- ✓ All F&B items need to be consumed only within dedicated F&B areas. Takeaways meals, pre-packaged containers and disposable cutlery are encouraged.



# MEETINGS & CONFERENCES

- ✓ For one-on-one meetings at the stand, it is recommended that protective screens will be in place.
- ✓ Delegates must use their mobile devices to take notes during meeting/conference sessions. DWTC will not provide pens and note pads as part of our contactless policy.
- ✓ Members of a single group can be seated together. 2 empty seats should be left between occupied seats if individuals are not from the same group.
- ✓ A minimum 2m distance between each table is required.
- ✓ All visitors need to pre-register online prior to visiting the show/event.





These guidelines are put in place to assure the public that the Middle East Organic & Natural Products Expo 2020 prioritizes everyone's health and safety in the conduct of the event.

We are continuously planning based on the circumstances and we will keep you updated regarding changes in health and safety protocols if the need arises.

We ask everyone's cooperation to ensure that Middle East Organic & Natural Products Expo 2020 is a COVIDSafe event.

