

Exhibitors and Sponsors	
Specific Measure	Responsibility
Venue to allocate a specific location for the Event deliveries which is separate from other in house events/usual venue deliveries so that social distancing can be maintained.	Venue
Event porters to be pre allocated to event with a dedicated time slot for moving items from the loading bay to the exhibition area.	Venue & Event Organiser
All exhibitors, sponsors and third party suppliers must talk through their personal risk assessment with the event organiser pre event. (Risk assessment template to be agreed by Venue/Event Organiser in advance of the event). In addition they will have to comply with the venues health and safety policy including temperature checks on arrival.	Event Organiser & Venue
Sponsors, exhibitors and third party suppliers must sign off a check list/declaration which would be agreeable with both the venue and event organiser to ensure they are operating safely.	Event Organiser & Venue
Exhibitors and sponsors are required to wear face masks and gloves. Event organiser should provide these complimentary should they not provide these themselves.	Venue & Event Organiser
Venue to mark out exhibition area so that a 2 metre distance between each exhibitor stand/sponsor and delegate can be achieved at all times.	Venue
If visitor tables are in place a glass screen between exhibitor and visitor to be considered	Event Organiser
Venue to mark out a clear 'one way' system and provide social distancing floor markings in the exhibition area.	Venue
Venue to maintain clean and fresh air in the exhibition area, increasing the frequency of air filter replacement.	Venue
Venue to provide increased cleaning frequency in the exhibition area and hand sanitiser stations placed strategically for attendees.	Venue
Venue to provide adequate signage in the exhibition area to remind attendees of social distancing measures in place and what the venue is doing to maintain good hygiene.	Venue
Sponsors and exhibitors should provide hand sanitiser at their stands and antiseptic wipes so they can wipe down the area in between each appointment efficiently.	Event Organiser & Sponsors and Exhibitors
Sponsors and exhibitors limited to one person manning the stand only to ensure social distancing can be maintained.	Event Organiser
Sponsors and exhibitors should not provide any brochures/physical giveaways to ensure cross contamination and instead are encouraged to provide digital options. Prize draws can still remain however these will be drawn digitally and the prize sent via post after the event.	Event Organiser
Sponsors and exhibitors should pre book all appointments with attendees in advance of the event ensuring a 10 minute buffer time has been added in case appointment times overrun. Available appointments on the day or cancellations could be promoted via the dedicated event app.	Event Organiser & Sponsors and Exhibitors
Business cards should be avoided at the event and instead attendees should be encouraged to utilise technology such	Event Organiser & Sponsors and Exhibitors

These documents have been created as guidelines to assist EMA members in the planning and delivery of their own events taking into account current understanding of UK guidelines.

as Poken/Leadcapture/Apps to exchange contact details so that minimal physical contact is involved.	
Lunch times should differ for exhibitors/sponsors and attendees to avoid congestion in the exhibition area to ensure social distancing can be maintained. Individually wrapped/grab and go lunches should be offered with disposable cutlery for all exhibitors and sponsors. Menus can be displayed digitally.	Event Organiser & Venue
Exhibitors and sponsors attending the event should all be pre-registered, walk ins/person manning the stand swapping in and out on the day will not be permitted.	Event Organiser
Audio Visual equipment booked via the venue for exhibitors and sponsor stands should be cleaned thoroughly and an online presentation demonstrating how the equipment will work should be provided.	Venue
Event porters to be pre allocated to event with a dedicated time slot for moving items from the exhibition area to the loading bay.	Venue & Event Organiser



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