

# Precautions and Safety Measures Recommendations to Exhibitors at Retail Asia Conference & Expo 2020



Last Update: 9 Oct 2020

As the Organiser we are closely aligned with the efforts by the Hong Kong Departments of Health as well as the World Health Organization (WHO) to control and limit the spread the Novel Coronavirus. In order to protect yourself and others against the virus, we appreciate our exhibitors to follow the below recommendations and ensure clean and hygiene at your stand.

Please note this precautions and safety measures is being updated based on the latest situations of COVID-19. Therefore, ongoing update will be carried out so please login to OEM to review the latest information.

- Keep your stand clean. Disinfect and clean frequently touched surfaces, furniture, exhibits with appropriate disinfectant.
- Meeting tables, chairs, tabletop showcases, etc. must be cleaned and disinfectant after each use.
- Prepare hand hygiene facilities such as 70% to 80% alcohol-based hand sanitiser / hand wipe on your stand, especially at the reception counter or areas where you are performing demonstrations.
- Perform hand hygiene frequently, especially if touching the mouth, nose or eyes.
- Maintain respiratory etiquette/cough manners. Cover your mouth and nose with tissue paper when sneezing or coughing.
- If hands are contaminated by respiratory secretions after coughing or sneezing, wash hands with liquid soap and water immediately or sanitise hands using alcohol-based sanitiser.
- Dispose of soiled tissues into a lidded rubbish bin (may be ordered through the official stand contractor), then wash hands thoroughly.
- Dispose of used face masks in a sealed envelope and in used face mask bins provided.
- Exhibitors are not allowed to have meals on their stand. Exhibitors are required to go to cafeteria inside the hall to have meals. (no outside food is allowed in the venue).
- Exhibitors are advised to stagger their staff's mealtime and adopt physical distancing when having meals.
- Exhibitors are required to sanitise their hands before and after meals at the designated area.
- Exhibitors should have meeting tables at distance of at least 1.5m or with partitions (partitions may be ordered through the official stand contractor). No more than 4 persons at each table.
- Before customers sample exhibits, exhibitors should remind customers to wear disposable gloves or sanitise their hands before and after touching samples.

Other useful information, please visit

COVID-19 thematic website: <https://www.coronavirus.gov.hk/eng/index.html>

Disease information: <https://www.chp.gov.hk/en/healthtopics/content/24/102466.html>

Latest information on Inbound Travel: <https://www.coronavirus.gov.hk/eng/inbound-travel.html>

Relevant health education materials and poster: <https://www.chp.gov.hk/en/resources/464/102466.html>

Venue prevention measure: <https://www.hkcec.com/en/preventive-measures-response-covid-19>

The Organiser