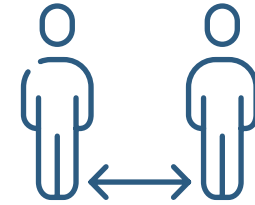
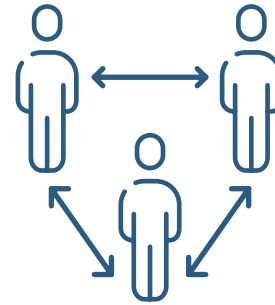


# Ready to Open

## æf 2021 All secure Guidelines

We are looking forward to the forthcoming events and as show organisers are committed to creating safe environments to protect exhibitors, delegates, contractors and our staff to ensure we can run an enjoyable and successful event for all in 2021. In line with government and local authority guidance we are implementing extensive measures in response to COVID-19. Some of these are outlined below and will constantly be reviewed in line with current guidelines.



## Build Up and Breakdown

- **Anyone working** on the build-up or breakdown will be asked to pre-register before arriving onsite to declare they are fit and healthy to work.
- **Face coverings** are compulsory unless the individual is medically exempt. These should be supplied by the individual.
- **Safety notices** will be highly visible throughout the venue.

## Registration

- **All delegates** will be asked to register before coming on site.
- **Collect your badge** using your QR code at our touchless badge collection points  
OR  
Go to one of our manned registration desks where trained staff will be there to help you behind safety shields.
- **Badge collection hours** will be extended to help reduce queues
- **The queues inside** will be socially distanced and managed by rope and post, safety signage and marshals.
- **Exhibitors** will have the option to collect their badges in bulk for their whole team.

## Floor Plan

- **There will no longer be an indoor exhibition.** The exhibition will be replaced by the opportunity to have private meetings rooms and/or outdoor marquees which will be fully customisable.
- The event will **make use of all available space** at the venue including the hotel, the gardens and conference centre.
- The venue will be **hired exclusively for the use of aef delegates** to help ensure control over capacity and crowding.
- **Meeting rooms** have increased in size to allow for socially distanced boardroom tables.

There are different size options to give you flexibility while maintaining safety measures.

Size	Max Capacity
24 sqm	6ppl
30 sqm+	8ppl
40 sqm+	10+ppl

- There will be a large number of outdoor networking and meeting spaces.

## Physical Distancing

- **Social distancing** will be managed in line with the latest government advice during build-up, the open period and breakdown.
- **Clear signage** throughout the venue will help attendees keep a safe distance.
- **Delegate numbers** will be monitored to ensure no overcrowding.
- **All indoor spaces** will be monitored to ensure the maximum covid safe capacity is not exceeded.
- **Evening networking functions** will be available outdoors in the spacious gardens.
- **Marquees** throughout the gardens will be offered to sponsors as customisable suites for meetings, networking and company promotion.



## Conference

- **Seating** will be socially distanced and in line with current local guidelines.
- **COVID-19 safety trained attendants** will be available to guide delegates to their seats and ensure social distancing is maintained.
- **Audience questions** will be submitted via an app, instead of hand held microphones. Speaker microphones will be disinfected between use.
- **All equipment** (eg microphones) will either not be shared or fully sanitised between uses.



## Cleaning and Hygiene

- **Deep Clean** by the venue prior to commencing build up and every evening.
- **An enhanced cleaning regime** during show open periods, with extra attention given to high frequency touch points such as toilets, door handles and hand-rails.
- **Hygiene reminders** to regularly wash hands, not exchange business cards and refrain from personal greetings (a handshake or a hug) will be in place throughout the venue.
- **Face coverings** are compulsory unless the individual is medically exempt. These should be supplied by the individual.
- **Hand sanitiser** will be provided in every meeting room and throughout the show



## Catering

- **Catering** options will be spread out across the venue, in the hotel restaurants and at pop up stands. An increased amount of seated lunch areas will be available.
- Choose our **enhanced restaurant sit down dining experience** or if you're in a rush we have takeaway and casual dining experiences with pre-packaged options.



## Communication

- **Show website, social media and emails** will supply exhibitors and delegates with the most up to date information regarding guidelines in place at the show.
- **Exhibitor manuals** will include specific details of what our exhibitors need to execute for the enhanced safety and hygiene measures.
- **Event signage** will be displayed prominently regarding recommended guidelines eg. Social distancing and personal hygiene.
- **Regular reminders** regarding maintaining social distance and the importance of hand washing and sanitising hands will be made before and after conference sessions.