



Aeromart will take place at the MEETT Exhibition Centre on 1-3 December 2020

Chemin de l'Enseigne

31840 Aussonne

Website : toulouse-euro-expo.com

**PARC DES EXPOSITIONS
& CENTRE DE CONVENTIONS
DE TOULOUSE MÉTROPOLE**

- Arrangements for participants

Participation in Aeromart Toulouse is only for individuals who are pre-registered, which allows us to keep track of the number of participants in real-time, and to respect the limits on the number of people who may be present.

Each participant will have a badge which will be checked and scanned upon entering and leaving the event, to calculate the number of people present. Our business meetings platform also allows us to count the number of meetings in each time slot.

Several reception counters equipped with plexiglass will be set up to facilitate the flow of people and avoid groups gathering. We will also put up physical barriers in the queues and place floor markings for a one-way system.

Upon entry, hand sanitiser points will be available, as well as posters with the clear and visible health instructions, in several languages.

In order to minimise points of contact, we are promoting the digitization of our media and marketing materials and are aiming to limit exchanges between the reception team and the public.

As part of this, the meetings and conference agendas, usually given to participants in hard copy on-site, will only be available online.

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The participant will be able, from his/her personal profile on the meetings platform, to download and print their badge; meeting schedule; site map; list of exhibitors; conference program and the event catalogue.

Staff, organisers, and attendees will be equipped with masks and will have sanitising gel or solution available as well as antibacterial wipes. Hand sanitiser and masks will be available at reception for those who have lost/ forgot / need a clean mask.

We will affix posters explaining our policy at the entrance of the premises ; in the sanitary facilities and passage areas; at the reception; concierge; at the entrance to the conference rooms; restaurant; coffee break area; VIP area and conference areas.

We will ensure that as many toilets as possible are opened for easy access to hand washing.

The toilets, the direction of movement around the site, as well as dispensers of gel or hydroalcoholic solution on the site maps, will be indicated by arrows.

High traffic areas will be marked on the ground and signage will be put in place. A direction of circulation will be set up in the aisles to maintain a comfortable flow in both directions. These will be signalled by arrows on the ground and separated by markings. Entry and exit will be via separate accesses.

The organizing team, hostesses and security guards will be the people in charge of monitoring and enforcing the wearing of masks.

No participant will be able to enter without a mask, anyone who refuses to wear one will be escorted to the exit.

Catering will be in spaces large enough to allow meals to be organised according to tables of 10 people according to the distancing rules in force (6 people maximum per table). Starters and desserts will already be placed on the tables and the main course will be "table service" to limit movement. There will be a separate entrance and exit.

At the entrance to the coffee break area, a hydroalcoholic gel dispenser will be installed. A single direction of movement will be enforced, made visible by arrows on the ground or by signs. Catering staff will serve snacks. The coffees must be consumed at the tables, the arrangement of which will respect physical distancing. The organizers will ensure that social distancing is respected by avoiding possible groups that could form during the coffee break.

- **Additional hygiene measures**

The counters in the reception area, entrance, the concierge, and the VIP area will be fitted with plexiglass. Covid-19 bins will be positioned at strategic points.

We will clean and disinfect, during and after use, all reception equipment and furniture. Frequent disinfecting of desks will be ensured, and staff will wash their hands between meeting each client. Additional appointments will be managed at reception.

Stationary and other items that are usually shared or available for participants to use (such as scissors, tape, pens, promotional brochures, etc.), are prohibited.

The cleaning of the stands will also be enforced twice a day.

- Concierge:

We encourage participants to leave their luggage at their hotel or in their vehicle. However, a cloakroom will be made available in a dedicated space, with controlled ticket management.

Hand sanitiser will be available for customers and staff, and signs will be in place to remind you of the health and safety policy to be observed.

- Conference:

A hand sanitiser point will be set up at the entrance to the conference room, as well as signage relating to social distancing.

The doors to the conference room will remain open to limit contact.

Wearing a mask will be compulsory. Every other chair will be available to the public. Chairs that are not accessible will be marked with a poster.

The placing of the furniture on the stage for the panel discussions will respect social distancing regulations (1m between each chair). The speakers will have to keep their mask on during their presentations and use hand sanitiser before and after taking the microphone from the technician. Each speaker will have their own microphone. For the Q&A, the microphone will be held by a hostess to limit contact, and participants must keep their masks on when asking questions. Disinfection of desks, tables and chairs will be carried out after each presentation/ panel discussion.

A code of conduct that has been drawn up and validated by ave - advanced business events, will be sent to exhibitors.

Each exhibitor will be responsible for their stand. This means that:

- Each exhibitor must bring at least two masks per person, per day.
 - Each exhibitor must bring their own office supplies (paper, pens, etc)
 - Between each meeting, we request that every exhibitor disinfect their table and chairs with disinfectant wipes, and clean their hands with hand sanitiser.
 - Have hand sanitiser available for the buyers you are meeting.
 - Every exhibitor and buyer must disinfect their hands before handling any samples.
 - Where possible, only use online/digital materials (for brochures, business cards etc)
- Participants can scan the QR code on the badges of other participants in order to retrieve their contact details.
- A COVID-19 pack is offered by our furniture provider to exhibitors (including masks, hand sanitiser, disinfectant, a plexiglass screen, etc.)