

Covid-19 Kallman Worldwide Pavilion and Services- **EXTERNAL**

Must be tailored to each show.

GOAL/ OBJECTIVE

The goal is to establish procedures and configurations that create the safest possible working environment for our staff, USAPP exhibitors and attendees.

To achieve that we will apply industry standards where they exist and create our own guidelines where the unique nature of our Pavilions dictates.

Well-functioning Pavilions applying industry standard and Pavilion-specific best practices allow maximum **safe** interaction between exhibitors and attendees. Recognizing the demands of post-COVID-19 business, Kallman Worldwide will institute meaningful changes to our procedures and the management of our USA Partnership Pavilions in order to mitigate the risk of infection and instill confidence in our exhibitor and visitor clients.

This document addresses all operational phases associated with the design, management, and functionality of Kallman's USA Partnership Pavilions, and where available, incorporates information obtained from local government, UFI, our show organizers and venue partners.

PURPOSE

Shifting Priorities and Purpose.

The COVID-19 pandemic, Kallman's USA Partnership Pavilions followed standard cleanliness practices while also putting strong emphasis on those products and services that had direct impact on connecting our exhibitors with their clients. From structure, stand designs, meeting points, conference rooms, etc. to events; Opening Ceremonies, networking events, etc., our USA Partnership Pavilions had been defined and refined for decades with those priorities in mind.

Addressing the global COVID-19 concerns, the number one amenity Kallman Worldwide will endeavor to provide in our USA Partnership Pavilions in the future is safety. Our resources, our focus, our innovation must be directed towards mitigating the risks associated with large gatherings like as our events. Once a vaccine for COVID-19 is created, our priorities may shift again, but for now, safety and risk mitigation have the greatest impact on connecting our exhibitors with their clients. We will start with awareness of and adherence to guidance from local authorities. Beyond that, we'll apply UFI-driven standards and best practices presented by UFI and other industry leaders. And finally, we'll implement without compromise those practices and procedures that we with input from our exhibitors, put in place for all Kallman pavilions as well as any that might be unique to a particular show.

The level of commitment to our clients' safety and dedication to making THEM feel and BE safe will, for a long time to come, have a greater influence in their decision to participate than ANY other factor.

OUR PLEDGE TO SAFE PARTICIPATION



As the trade show industry begins to crawl out of lockdown and trade events are starting up again in Asia, the Middle East, and (soon) Europe, you should know that some of the most experienced organizations and individuals in our industry have already been working together to provide guidelines and recommend best practices for the safest possible events. Led by our global association, the Union de Foires International (UFI), and endorsed by all the show organizers Kallman Worldwide works with, we're doing what we can to mitigate risk and assure exhibitor and attendee safety.

What UFI accomplished at the "macro", Kallman Worldwide will perfect in the "micro". We've been liaising with all our vendors and the show organizers we are involved with to implement practices designed to maintain the safety of our USA Partnership Pavilion participants including:

1. World Health Organization Recommendations
2. Government Regulations
3. UFI's Global Framework for Reopening Exhibitions
4. Venue Sanitation Guidelines
5. Organizers Health & Safety Standards

PILLARS OF EXHIBITION SAFETY

Kallman’s participation as the US agent at international trade events is contingent upon our partners meeting our minimum health and safety requirements. This includes the local government, venue, service providers and show organizer teams. The pillars below are the main areas we address regarding safe participation at trade events.

Physical Distancing	Sanitization & Hygiene	Protection	Adapted Kallman Services
<ul style="list-style-type: none"> • Enough space for exhibitors and visitors to safely conduct business in accordance to local social distancing regulations. • Limited enclosed meeting spaces offered. • Reduced contact areas such as service desks, show entry and registration. • Contactless registration where able. 	<ul style="list-style-type: none"> • Nightly deep cleaning of the booths. • Frequent sanitization of all venue common areas. • Continual cleaning and trash removal from booths. • Sanitizing products available for client use. • Hand sanitizer stations throughout the pavilion. 	<ul style="list-style-type: none"> • Ample signage on stands and in the halls not to shake hands and to wash hands often. • Masks to be worn at all times within the pavilion. Masks to be supplied to US exhibitors without. • Plexi glass dividers designed into booth to reduce contact between staff and aisles. • Temperature screening available inside of the Pavilion. 	<ul style="list-style-type: none"> • Contactless pavilion check in. • Redesigned "Grab and Go" cafe area. • Single use and individually wrapped food & beverage. • Training for Kallman Worldwide staff • Live streamed briefing sessions and pavilion events when able.

- All Kallman project team members will be fully aware of the show's safety procedures. The US Pavilion will meet those standards and we will implement additional measures where we feel necessary to enhance safety.

A. Physical Distancing		
What	Kallman	Organizer (this section to be completed per show basis)
1. Badging/ Show Registration	<p>Show implementation a touchless badge, pick up process either through use of QR codes, “at home” printed badges or digital entry scanners via personal devices.</p> <p>Determine if badge allotments/ quantities have been reduced.</p>	

2. Crowd Density	Control the number of visitors allowed into the venue each day. Reducing the volume of visitors inside the building will allow for appropriate physical distancing to occur.	
3. Visitor Admission	<p>Stagger admission into the venue, assign time slots for entry, or extend the show hours in order to allow for appropriate physical distancing to occur.</p> <p>We recommend to our exhibitors to schedule meetings in advance to maximize experience onsite with limited interactions.</p>	
4. Attendee Quality	<p>As the US agent at the show we have and will continue to market the event and our attendees to our network of industry leaders to generate quality leads at the show.</p> <p>Events that encourage school groups or familiarization tours for low ranking military will be avoided.</p>	
5. Floor Planning	<p>We are reworking the pavilion floorplans to accommodate a 3m wide aisle (for 1-way foot traffic) or 4m wide aisle (for 2-way food traffic) with the organizer's approval.</p> <p>All aisles less than 3m will be designated "one-way" with appropriate signage.</p> <p>Additionally, to allow for enough physical distancing within a given booth, we will not be offering booths smaller than 2m x 3m.</p>	
6. Transportation	Show organizers may increase the option or availability of clean services.	

7. Build-up/ booth setup	<p>Confirm any contractor limitations for the stand construction as well as any extended or reduced hours to accommodate overnight sanitizing.</p> <p>Don't want to come out to the show during build up? Check in on your booth's build, furniture and freight delivery virtually with your designated Kallman ambassador. They can give you the low-down and send photos, facetime, etc. from onsite.</p>	
8. Move-out/ breakdown	<p>Coordinate with official freight forwarder to provide a schedule for packing up your products and picking up the freight.</p>	
9. Conference Rooms	<p>We feel that private conference rooms are not well ventilated and do not allow for safe physical distancing to be adhered to. At this time, we will offer a modified semi-private option.</p>	
10. Eliminate Physical Contact	<p>We will post signs throughout the pavilion encouraging alternative greetings to the handshake such as a nod or wave.</p> <p>Each booth will also receive a notice to post in a prominent location for visitors to acknowledge while at the booth.</p>	
11. Monitoring & control	<p>Inquire about additional staffing onsite to mitigate and enforce all the proper safety protocols within the halls and pavilion.</p>	

2. Sanitization & Hygiene

What	Kallman	Organizer (this section to be completed on a per show basis)
1. Common Area/ Venue Cleaning	Enforce all venues and common areas such as restrooms be sanitized often and/or between uses.	
2. Overall Pavilion Cleaning	Ensure booths will be sanitized nightly by a hired staff. We will also have a standby cleaning staff onsite/ available for routine daily booth cleanings and waste basket removal.	
3. Booth Sanitizing and Waste Removal	Sanitizing supplies will be also provided to each exhibiting company upon arrival.	
4. Hand Sanitizing Stations	The Pavilion will have hand sanitizer stations and/or sanitizer pumps positioned in high traffic areas within our hall.	
5. Booth Furnishing Options	All US Pavilion Turnkey booths will be outfitted with wipeable surfaces, fabric chairs will not be offered at this time.	

3. Protection

What	Kallman	Organizer (this section to be completed on a per show basis)
1. First Aid/ Medical Staffing Onsite	Ensure proper trained medical staffing are onsite and that we are in contact with them at all times should an emergency arise.	
2. Booth Design	All US Pavilion Turnkey booth packages will include a plexi divider to be placed on counter tops. Additional dividers will	

	be available for rent via our accessory forms.	
3. Contact Tracing	<p>All US exhibitors are required to complete the US5 Onsite Contact form to ensure that we are able to account for any personnel onsite. Should a US pavilion client test positive, we will alert all our clients onsite through immediate text and/or email blast.</p> <p>The show may have similar procedures in place through use of accurate badging list. Please submit accurate details about onsite personnel. Ensure US clients are aware of the show organizers procedures for alerting personnel of contact with a positive case.</p>	
4. Temperature Screening	Inquire if venues a will be implementing temperature screening to all exhibitors and attendees upon entering the site.	
5. Quarantine Area	Ensure anyone scanned with a high temperature or showing signs of illness will be brought into a designated quarantine area for further medical evaluation.	
6. Facemasks	We will require facemasks to be worn at all times within the Pavilion. Masks will be provided to any US exhibitors who do not have the proper face coverings.	

4. Kallman Adapted Services		
What	Kallman	Organizer (this section to be completed on a per show basis)

1. Digital Exhibitor Profile	Kallman's Guide to USA Pavilion Visitors will now be 100% digital. With QR codes throughout the pavilion for touchless transfer of your company's detailed profile to interested visitors.	
2. Meeting Point & Exhibitor Lounge	The Kallman Café has been redesigned as a Grab and Go café with no seating. This area will be for pavilion exhibitors only. No guests allowed. One-way traffic flow will be implemented.	
3. Complimentary Food & Beverage	All food and beverage will be single serve and individually wrapped. Any self-service areas will be eliminated and will only be served by an appointed staff.	
4. Pavilion Check in	<p>Contactless check process will be implemented. Text or call your onsite Kallman ambassador and they will bring your check in package to your booth. Package to include:</p> <ul style="list-style-type: none"> • Personal hygiene kits • Hand sanitizer for the stand • Disinfecting supplies for the week. • Lanyards <p>We will also provide as much show information digitally in advance of the show to mitigate the need for physical material distribution during check in.</p>	
5. Social Functions/ Events	All social events will be considered for the same safety precautions above. Any venues rented must allow for proper physical distancing in effect. We will review each event on a case by case basis.	