SHELL SCHEME EXHIBITOR

In an effort to create a safe space for all exhibitors and guests to ROTORTECH, please consider the following information.

PART 1: STAND DESIGN

STAND CAPACITY	How many visitors can you fit on your stand once you factor in your team and furniture? How will you manage access to your stand once it is full? We will provide stand capacity signage. This will need to be displayed on your stand.
NETWORKING SPACES	How will you manage meeting spaces and areas where people congregate? Do not rely on the aisle space for networking as these areas are factored into the general flow of visitors throughout the halls.
SIGNAGE	Consider messaging to remind visitors to your stand of COVID Safe practices such as contactless greetings and hand sanitiser. You may also wish to consider floor decals or barriers reminding visitors to stay at a safe distance.
SEATING	Ensure there is appropriate space between each seat, in line with current guidelines. You may even want to consider screens or physical barriers.

PART 2: STAND ACTIVITY

STAND COLLATERAL	Review your stand promotional material and consider what can be distributed digitally. Limit physical material such as, brochures, promotional gifts and samples.
DISPLAYS AND HIGH TOUCH AREAS	Do you have displays or products visitors can touch or test? Ensure these areas are regularly cleaned and hand sanitiser is freely available. You may wish to consider a protective covering that is easily cleaned or consider only conducting demonstrations by one of your team members.
PRE-ARRANGED APPOINTMENTS	With limited numbers on each stand as per current social distancing guidelines, where possible schedule and book meetings and demonstrations throughout the day. This will assist in controlling access to your stand.
CONTACTLESS	Ensure as many touchpoints as possible are contactless.
HOSPITALITY	Consider how catering is managed on your stand. You may need to review how you have traditionally offered catering, such as if you have offered a buffet in the past this may need to become a served option. The Official Catering supplier will be able to assist you in what is currently acceptable practice.

PART 2: STAND ACTIVITY

Please note throughout the Venue there will be hand sanitisers available and regular cleaning. However, Exhibitors and Stand Builders are responsible for the cleaning and hygiene of their own stand during event.

HAND SANITISER	You will be required to have hand sanitisers available on your stand for both your staff and visitors to your stand.
TOUCHPOINT CLEANING	Ensure regular cleaning of touchpoints, displays, products, equipment, doors and pens after every use.
STAND DEEP CLEAN	Ensure a deep clean at the end of each day of all surfaces, items, products and spaces. To discus your options please contact the Official Cleaning supplier.
PERSONAL PROTECTIVE EQUIPMENT	Please provide your own equipment for you and your staff. Check with the organiser what the current requirements are, noting that face mask requirements are dynamic. Consider the activities on your stand and whether you require additional PPE for you and your staff.
DOCUMENTATION	Your documentation will need to include the COVID Safe control measures you will be putting place. The simplest way to archive this is to have a specific COVID-19 section in your existing risk assessment or SWMS. Stand Builders are required to submit via the Stand Builder Portal.
BRIEF YOUR TEAM	Ensure you have communicated to your team the current arrangements in place and the shared controlled measures that they are required to follow.

For further information please contact:

EXHIBITOR ENQUIRIES
Tracey Busbridge
Manager Sales Operations
tbusbridge@amada.com.au
+61 3 5282 0517
+61 (0)407 816812

STAND BUILDER ENQUIRIES
Adrienne Stewart
Manager Exhibition Operations
astewart@amda.com.au
+61 3 5282 0528
+61 (0)448 918 361

FOR CURRENT RELEVANT COVID-19 GUIDELINES PLEASE VISIT THE FOLLOWING SITES:

https://www.brisbaneshowgrounds.com.au/media/uxmjtvtz/covid-19-safe-event-guidline-2.pdf

https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19

https://www.health.gov.au/

FOR INFORMATION ON RESTRICTIONS ON TRAVEL TO AUSTRALIA, PLEASE VISIT THE FOLLOWING SITE:

https://covid19.homeaffairs.gov.au/travel-restrictions