
Irish Exhibition Organisers Association COVID-19 Roadmap to Safe Exhibitions

July 2020



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Organisers Association
COVID-19 Roadmap to
Safe Exhibitions**

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**TIPPERARY
CRYSTAL**

"I want to express in the strongest way the importance of the Autumn Gift & Home show to our business model. The importance is the actual orders placed for product and the invoiced raised but also the follow on orders for product that sells through. We estimate that there is a multiplication factor of five times on sales taken at the trade fair. These sales support our retail partners and the employees that they pay. 600 retail partners with an average of 3 employees each equates to 1,800 jobs supported by our sales started at the Autumn Gift & Home Fair."

Robert Scanlan | Tipperary Crystal

Executive Summary

Irish Exhibition
Organisers Association
COVID-19 Roadmap to
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The Irish Exhibition Organisers Association (IEOA) is the industry body for exhibition and trade fair organisers in Ireland. IEOA member events are not mass gatherings - they are highly organised niche events that make a significant contribution to the Irish economy and are particularly important to thousands of indigenous SME's who rely on them to meet new customers and generate business.

According to recent research the Irish Events Industry represents 35,000 workers (Full time Equivalent) and a market value Industry Output of €3.5 billion*. The Global Output figure for event industry business sales is €275 billion.**

Other related industries such as catering, hospitality and event services are deeply integrated to the exhibition industry and employ many thousands of people. The exhibitions industry was the first to experience a complete cessation of business due to COVID-19 and is scheduled to be one of the last to resume in Phase 4 of the Governments Roadmap.

Globally the exhibition industry has been emerging from lockdown with the first events taking place in Asia and confirmation from European Organisers that are planning to resume business in August & September. This has been made possible by a worldwide industry effort to develop protocols and procedures that allow people to attend exhibitions and trade fairs in a safe environment minimising the risk of spreading COVID-19.

In post lockdown Ireland, exhibitions and trade fairs will play an important role in restarting the economy by generating business for thousands of SME's which will help to safeguard jobs.

Whilst we were not alone in having all business cease in early March, the lead time for events to restart is such that our members urgently need to start the planning for exhibitions and trade fairs to take place. Continued wage support from government for our sector is therefore still crucial.

Working intensively with the primary exhibition and trade fair venues throughout Ireland and in collaboration with the global exhibition industry we have developed a robust set of protocols and control measures that will allow events to take place whilst achieving a high level of safety and low risk of infection to all participants. Critically these have been developed in line with all current Government and HSE public health guidance.

Exhibitions and trade fairs perform a unique but vital role in the Irish SME economy. Our events have the potential to help many thousands of these companies recover and we are confident that we can help them do so safely. This document sets out, in detail, a practical and robust framework that both Venue Operators and Exhibitions Organisers can implement to deliver safe exhibitions and trade fairs when we move to Phase 4.

* Source: Event Industry Ireland, Event Industry Report 2020

** Source: UFI (The Global Association of the Exhibition Industry <https://www.ufi.org/>)

Introducing the IEOA

Irish Exhibition
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COVID-19 Roadmap to
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Representing the majority of event companies who organise exhibitions and trade fairs in Ireland, the Irish Exhibition Organisers Association (IEOA) has supported its members through seismic challenges throughout the decades, none of which are as great as the current global pandemic.

Our sector was one of the first affected by cancellations and is now in total shut down. However, as we move to the easing of lock-down restrictions and the Government's clear Four Step Roadmap, we are highlighting the central role that we can play in helping thousands of SME's recover and stimulate growth.

The IEOA represents members who organise and deliver exhibitions and trade fairs, serving major vertical industries including Construction, Hospitality, Tourism, IT, Pharma, Food and Beverage, Weddings, and many more.

We are not managing mass gatherings, we are managing exhibitions and trade fairs which thousands of SME's depend on annually. We have excellent oversight of our audiences through robust registration systems and controlled environments.

Our members deliver exhibitions and trade fairs with audiences of under 5,000. These protocols will ensure that IEOA events operate safely, fully adhering to Government guidelines.

As the IEOA, our members and their exhibitors will play a vital role in the recovery of the Irish economy.



"Trade fairs are hugely important to the Bewley's business. They provide us with unique opportunities to talk to our customers & identify potential new business opportunities.. It is vital to the well-being of the economy that these types of events continue to thrive"

Tom Noonan, Head of Marketing | Bewleys

Our Value to the Irish economy

**Irish Exhibition Organisers Association
COVID-19 Roadmap to Safe Exhibitions**

We manage events for all sectors and offer a platform for businesses and people to connect, trade, compete, network and benchmark their skills and knowledge.

Our exhibitions and trade fairs create 'marketplaces' whereby sellers, the vast majority of whom are SME's, connect with new customers, securing vital business and sales leads for the months ahead. Collectively our members' events provide over 5,000 SMEs with direct access to their markets and customers.

IEOA exhibitions and trade fairs educate SMEs on innovation within their sector, shining a spotlight on their products and services targeted to visitors both business and consumer. In addition to delivering business for our exhibitors, many other employers, such as venues, stand construction, catering, lighting, cleaning, and security businesses, depend on exhibitions and trade fairs for their livelihood.

We represent industry bodies who actively participate in our events, understanding the value that our events deliver for their members and specific sectors (see appendix).

"We believe that exhibitions can play an important role in encouraging the re-start of economic activity, as well as providing other social, recreational and educational benefits."

Michael Duffy | Royal Dublin Society



"As Covid 19 has given our business many challenges, we believe it is imperative to allow trade shows reopen in a controlled manner, the loss or cancellation of these events would further damage and restrict our business performance."

Maxine Hyde | Ballymaloe Foods



"We would like to declare our support for the initiative of the Irish Exhibition Organisers Association (IEOA) in proposing protocols and procedures to allow B2B to operate safely within social distancing and public safety recommendations and request that consideration be given to the importance of trade exhibitions and events to the economic recovery given the scope that exists to operate these events in a safe manner for all involved."



"The Hardware Show is the key event in the sales and marketing calendar of the sector. It generates millions of Euros in direct business and similar into the hospitality and other sectors. Due to its sheer scale it is organised every two years. It is the best attended and supported show in the country. In 2019 we had the most successful trade show on record - with over 150 exhibitors and 2,000 attendees."

Martin Markey | Hardware Association Ireland

Current Outlook

Irish Exhibition
Organisers Association
COVID-19 Roadmap to
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For many events, the minimum lead time is six months, but in most occasions, it is much longer. Our revenue loss for Q2 stands at 100% and we expect this to continue throughout the summer months.

However, as we look to September, IEOA exhibitions and trade fairs will re-commence as provided for in Phase 4 of the Irish Government's Roadmap and in compliance with the health and safety protocols laid out in this document.

This will protect thousands of direct jobs within our SME exhibitors and thousands of indirect jobs, including those in our supply chain; in addition to helping Irish SMEs to generate business, contributing to Ireland's overall economic recovery.

The Global Association of the Exhibition Industry:



Total Output Business Sales:

275 Billion



Total GDP:

167 Billion



3.2 Million

Total Jobs



Total impact per sqm of venue gross indoor exhibition space:

7,900 Billion

Source: UFI (The Global Association of the Exhibition Industry)
<https://www.ufi.org/>



"The World Health Organisation (WHO) has updated a key guidance document for the events sector. This new version now states that there are different types of mass gatherings, acknowledging a differentiation between organized and spontaneous gatherings - something the industry has been advocating for."

The Global Association of the Exhibition Industry

"I have attended The Wedding & Honeymoon Show for many, many years now. This show provides the opportunity to inspire couples planning their wedding. I am a small, cake-making business and without this show my business has no profile, voice or representation in the wedding industry. The audience at the show creates such a high standard to couples at the show in all aspects of wedding planning, creating business for everyone. I would be very disappointed if The Wedding & Honeymoon show was not to proceed."

Bernadette Kennelly | Bernadette Kennelly Wedding



Global Learnings

Irish Exhibition
Organisers Association
COVID-19 Roadmap to
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How our industry worldwide is adapting event protocols

With 3,300 EU exhibitions cancelled or postponed, losses of €39BN for exhibiting companies and 1.2 million jobs in danger, the European Exhibition Industry Alliance has called for Governments to recognise the importance of these events for economic recovery. Exhibitions are scheduled to resume in Germany in Q3 of this year.



Major event organisers and venues worldwide are focusing their efforts around appropriate protocols right now and solutions are available.



China's first trade event, the 2020 Hunan Auto Show, opened in 30 April at the Hunan International Convention and Exhibition Centre.

Event industry bodies across the globe are aligned and are calling for:

- Recognition that exhibitions and trade fairs are more analogous to shopping centres than mass entertainment gatherings.
- A common understanding of the sector and a coordinated approach across Europe.
- Acknowledgement of the contribution of exhibitions and trade fairs to the wider economy - venues, contractors' businesses, hospitality and travel.
- Smaller national and regional exhibitions and events to be the first to open their doors.
- The alignment of exit measures and lifting of travel restrictions with the permissions to hold exhibitions and trade fairs.
- Creation of health and safety first measures for a secure business environment, including management of visitors adapting floor plans, hygiene measures, technology solutions and cashless payments.
- Increased Government support to the existing measures taken by each country, which primarily focus on the short-term.

IEOA COVID-19 Protocols

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Introduction

This document describes the steps that Irish Exhibition Organisers Association (IEOA) members in conjunction with Venue Operators shall take to reduce the risk of the spread of COVID-19 in an exhibition setting. This protocol sits within the Government's National Return to Work Safely Protocol and general COVID-19 prevention advice. As associate members of UFI - the global association for the exhibition industry, the IEOA have accessed and incorporated the best practices and recommendations that have been developed for both the European and Global exhibition industry.

Exhibition Organisers and Venue Operators are committed to providing a safe place to facilitate business between attendees and exhibitors. Both Exhibition Organisers and Venue Operators take responsibility for managing events in a way that minimises the risk of spreading COVID-19 by employing a robust framework to manage all aspects of the event. The key to a safe return of exhibitions and trade fairs is strong communication and a shared collaborative approach between Venue Operators, Exhibition Organisers and exhibitors.

Definitions

Trade fairs & Exhibitions differ from “conferences”, “conventions”, “seminars” or other sports and entertainment events. Exhibitions exclude farmers markets and street markets.

Exhibitions include:

Trade fairs: events that promote trade and commerce and are attended primarily by business/trade visitors. A trade exhibition can be opened to the public at specific times.

Exhibitions: exhibitions are open primarily to the general public and are highly organised ticketed events. An exhibition is sometimes also known as a consumer show.

Exhibition Venues

Exhibitions take place in large open plan venues e.g. RDS, Croke Park, Citywest, National Show Centre etc.

Exhibition Key Characteristics

- Highly planned events
- 100% control over layout, spacing and attendee movement within the venue
- Operated professionally with established protocols
- Attendance is controlled by prior registration

Roadmap to Reopening - Phase 4

IEOA exhibitions and trade fairs fit into the government's roadmap for reopening in phase 4 - the final phase. Although a long wait for our Industry, this gives us the time and clarity to plan for the phased reopening of exhibitions, to invest in the necessary infrastructure, training and procedures outlined in this document. These plans are already well advanced in conjunction with the major venues. A number of postponed events are ready to take place and are eagerly awaited by thousands of SME exhibitors.

Unlike mass gatherings such as concerts and sports events, professionally organised exhibitions and trade fairs have the ability to target and communicate directly, with all of their visitors who wish to attend - pre event. Online pre-registration systems and ticketed only events can ensure that visitors are prepared in advance of visiting, that arrival times are staggered to avoid congestion, they are sent the relevant visiting protocols to study, and, post show, could be contacted electronically for contact tracing should the need arise. Indeed if Government were to introduce a tracing app, this too could be circulated to all attendees in advance. Typically trade fairs and exhibitions held in Ireland attract less than 5000 visitors at any one time and are held in large venues where Crowd Density Standards (CDS) can be easily managed to ensure physical distancing.

With the phased reintroduction of exhibitions in phase 4, this also gives our Industry the opportunity to study how trade fairs and exhibitions are being introduced Worldwide. In Asia we see trade fairs and exhibitions already reopening, and in Europe the exhibitions industry is gearing up for an Autumn return to business in a controlled and safe manner.

The IEOA has collaborated locally with all the major event venues such as The RDS and City West, and is a member of UFI (www.ufi.org) the European association for event organisers which has drafted a pan European set of guidelines for the safe management of management of exhibitions and trade fairs which our Industry has adopted.

COVID-19 Transmission & Key Control Measures

Symptoms of COVID-19

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include:

- A fever (high temperature)
- A cough - this can be any kind of cough, not just dry.
- Shortness of breath or breathing difficulties.

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

Coronavirus COVID-19
Public Health Advice

Know the signs

- High Temperature
- Shortness of Breath
- Breathing Difficulties
- Cough

For 8 out of 10 people, rest and over the counter medication can help you feel better.

If you have symptoms, self-isolate to protect others and phone your GP. Visit [hse.ie](https://www.hse.ie) for updated factual information and advice or call 1850 24 1850.

Wash
Cover
Avoid
Clean
Stop
Distance

Protection from coronavirus. It's in our hands.

HSE | Rialtas na hÉireann Government of Ireland

The HSE state that someone can get the virus if they:

- Come into close contact with someone who has the virus and is coughing or sneezing. Close Contact is defined as having more than 15 minutes of face-to-face contact within 2 metres of someone infected with coronavirus.
- Touch surfaces hosting virus droplets resulting from a cough or sneeze, and bringing the unwashed hands to face (eyes, nose or mouth).

Exhibition Control Measures

- 1. Event Pre-Planning**
 - a.) Joint Exhibition Organiser/Venue Operator COVID-19 Response Plan
 - b.) COVID-19 event specific Risk Assessment Method Statements
 - c.) Exhibition layout - feature design
 - d.) Density calculations
 - e.) Control over attendance

- 2. Physical distancing**
 - a.) Controlling numbers inside venue
 - b.) Staggered Entry Times & Queueing
 - c.) Navigation of exhibition
 - d.) Physical Barriers
 - e.) Compliance Officers
 - f.) Exhibitor Interactions
 - g.) Seminar & Catering areas

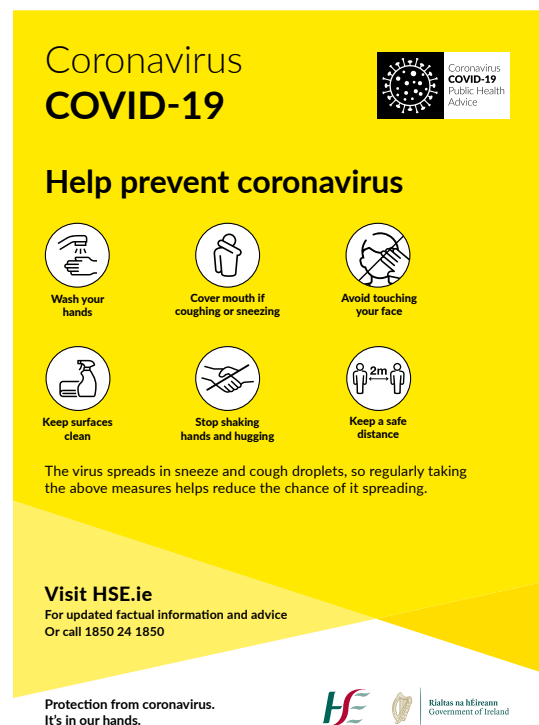
- 3. Hygiene & Prevention of Transmission**
 - a.) Hand washing/sanitisation
 - b.) Cleaning plan
 - c.) Toilet facilities
 - d.) Exhibitors/Stand

- 4. COVID-19 Health Awareness**
 - a.) Exhibitors
 - b.) Visitors

- 5. Communications & Training**
 - a.) Signage
 - b.) Attendee Communication
 - c.) Staff training
 - d.) Daily briefings
 - e.) Contact tracing

- 6. First Aid & COVID-19 response**
 - a.) Dealing with a Suspected Case of COVID-19
 - b.) First Aid

- 7. COVID-19 Compliance Officer**



Protocols in detail

1. Event Pre-Planning

a.) COVID-19 Response Plan

Prior to the event both Exhibition Organisers and Venue Operators will form a joint COVID-19 Response Plan covering the event. Exhibitors and Contractors should have their own Covid-19 response plan for the event.

b.) COVID-19 event specific Risk Assessment Method Statements

Update the exhibition risk assessment and safety statement to address the levels of risk associated with activities in relation to COVID-19 in the event plans. For example, where, how and to what sources of COVID-19 might employees, exhibitors or attendees be exposed. If, as a consequence, there are any changes to working practices, the working practices should be re-assessed for risk.

c.) Exhibition Layout & Design

Floorplans will be designed to remove bottlenecks and will work with one-way systems. All aisles to be a minimum of 2.5m with stands to be designed to be open on either 2 or 3 sides where possible. All stands to have walls separating from adjoining stands.



d.) Exhibition Layout & Design

The total number of attendees present in the venue for each event shall be restricted to one person for every 4 sq. metres of space (2m X 2m) in use in the hall. This means that a 1,000 sq. metre hall will not have more than 250 people present at any one time. A 3,750 sq. metre hall (Hall 1 - The Main Hall in the RDS) will be restricted to 937 people at any one time.

(Above based on social distancing recommendation of 2 metres)

e.) Control over attendance

Attendees will be required to pre-register to gain access to the event. In this way the number of people who may register to attend at any one time will be controlled. Visitors must select their time of arrival so that peak times can be restricted to avoid exceeding the hall capacity limits.

2. Physical Distancing

a.) Controlling numbers inside venue

Key to ensuring attendees and exhibitors can maintain adequate physical distancing is ensuring that the calculated venue density is not breached. Numbers will be monitored by providing a separate entrance and exit door where visitor and exhibitor numbers are counted as they enter and exit so that a count of the numbers present in the hall can be calculated. Once the safe number is reached visitors will be given access on a 'one out - one in' basis.

b.) Staggered Entry Times & Queueing

Exhibition Organisers will institute a process to stagger the arrival times of attendees to spread them over the course of the day. Extended opening hours should be considered to facilitate this. Measures to promote Physical distancing will be put in place on the approaches to the entrance and in the entrance foyer or registration area. To avoid congestion the number of entrances and exits provided should be increased. Visitors may be allocated an entrance number and approach route in advance and guided to their entrance via signage, crowd control barriers or with steward supervision. Physical distance floor marking should be provided for queueing areas.

Outdoor Sanitising Stations



c.) Navigation of exhibition

Exhibition Organisers will include one-way systems to prevent congestion.

Aisle Shot



d.) Physical Barriers

In locations where Event Staff are required to be in close proximity with attendees such as entry booths or food outlets, then appropriate physical barriers such as sneeze guards will be employed.

e.) Compliance Officers

COVID-19 Compliance Officers will be appointed for each team working at the event including the organisers, the venue and the contractors.

g.) Seminar & Catering areas

Seminar & presentation areas should be large enough so that seating can be placed at 2 metre intervals and that access to the seating area does not include pinch points. One to one meeting facilities, if required, should conform to physical distancing guidelines, be well ventilated and have screens installed. The facility will be cleaned after each use. Catering areas must be laid out with sufficient distance between visitors and service staff and between tables in seating areas.

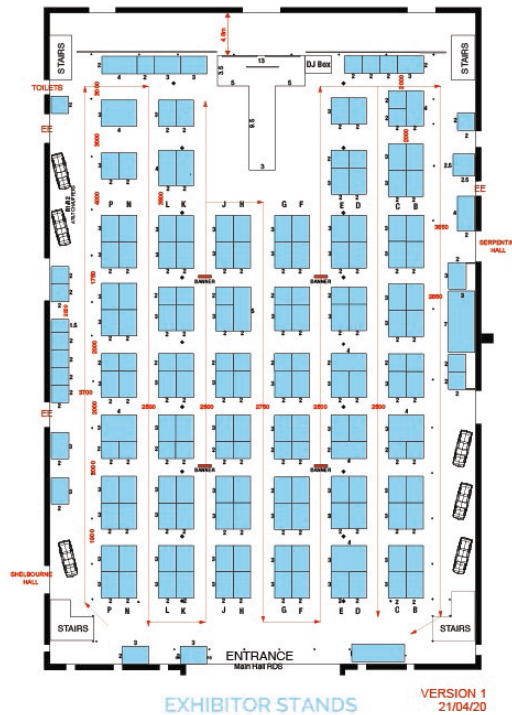
f.) Exhibitor Interactions

Where interactions occur that could be less than 2 metres, mitigation measures such as face coverings will be mandatory if use of a screen is not possible.

Sneeze Guards to Desks



Plans drawn with one way system



3115m² TOTAL SPACE

1090m² EXHIBITOR STAND SPACE

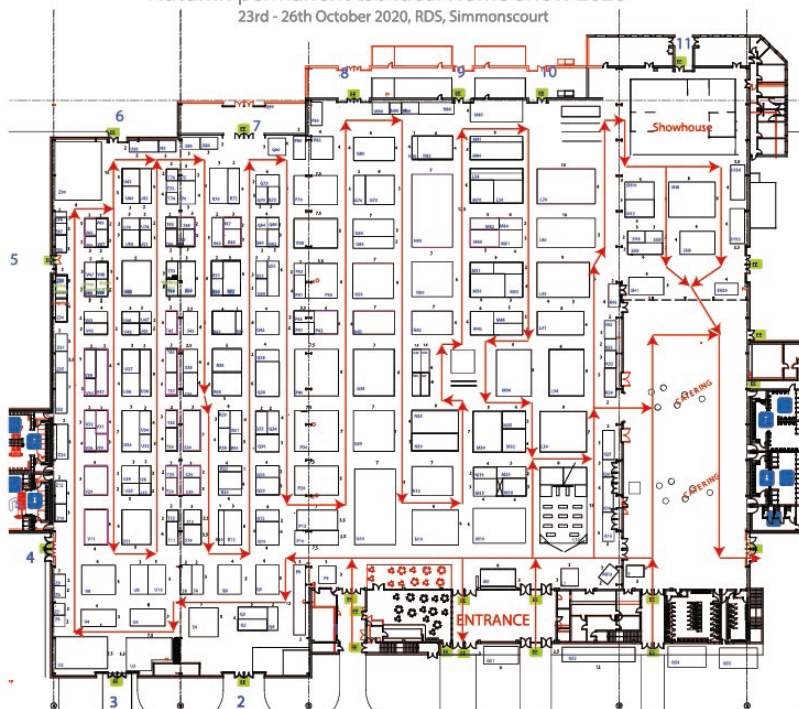
250 individual exhibitors to allow for social distancing, or more if exhibitors are partners within the same living household.

2025m² AISLE SPACE

Allowing for 500 visitors only at any given time, allowing for 4 sqm per person.

Plans drawn with one way system

Autumn permanent tsb Ideal Home Show 2020
23rd - 26th October 2020, RDS, Simonscourt



10750m² TOTAL SPACE

3275m² EXHIBITOR STAND SPACE

270 individual exhibitors to allow for social distancing, or more if exhibitors are partners within the same living household.

7475m² AISLE SPACE

Allowing for 1800 visitors plus 1000 personnel only at any given time, allowing for 4 sqm per person.

The above calculations are example estimates based on the number of exhibiting stands and employees at an event and are subject to change per event. Revised calculations will be done specific to each event for accuracy.

3. Hygiene & Prevention of Transmission

a.) Hand washing & respiratory hygiene

Regular hand washing with soap and water is effective for the removal of COVID-19. In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary.

Exhibition Organisers & Venue Operators will provide appropriate hand washing facilities or contactless sanitisation stations at all entry points and at regular places throughout the venue and encourage all attendees and exhibitors to use regularly. Advice and training on how to perform hand hygiene effectively and practice good respiratory hygiene will be provided to all event staff.

b.) Cleaning plan

Cleaning and sanitizing of all touch points will be carried out by the event cleaning contractor at least once every hour. Printed cleaning schedules / logbooks will be prepared in advance and confirmed with date, time and operatives name as each cleaning cycle is completed. All waste should be double bagged and safely stored for 72 hours before disposal.

Responsibility for ensuring compliance will be with the party responsible for hiring the cleaning contractor, be that the organiser or venue operator.

c.) Toilet facilities

Access to toilets will be controlled to enable Physical distancing. Where separate entrance and exits to toilet areas are available these should be enforced by signage and by staffing.

Where only one entrance / exit is available the number of people permitted into the unit at any one time must be determined in accordance with Physical distancing guidelines and access must be managed to ensure that the unit is not over crowded - possibly by using a red and green light system.

Where urinals are installed, every second unit should be screened off to maintain Physical distancing. Every second wash basin should also be screened off. A cleaning and disinfection schedule must be implemented and logged.

d.) Prevention of Cross Contamination

Remove and reduce the number of touch points where cross contamination is most likely to occur. The highest risk of this occurs at the entry point.

At trade fairs the reception desks should be positioned at least 2 metres apart. Self-service badging systems at trade events should be hands free. Visitors must be able to scan pre-printed barcodes, print badges automatically and select badges holders or clips without the risk of cross contamination.

At exhibitions visitors must be able to present their ticket or registration document for hands free scanning. Where tickets are purchased payments should be by contactless card and ticket printing machines should allow visitors tear off their own ticket(s) for hands free scanning at the entrance control point.

e.) Hand washing & respiratory hygiene

Each exhibitor will be required to provide a COVID-19 Kit including face covering for all staff for the duration of the event, a hand sanitiser and surface cleaning materials for use in wiping down touch points and surfaces on a regular basis.

f.) Catering Areas

Seating areas must be cleaned immediately after each use and all disposable and/or reusable crockery, cutlery, glassware etc. must be removed for cleaning or disposal by staff using protective equipment such as disposable gloves, masks, aprons etc. Buffet-style service should be avoided and, where possible, pre-packed food should be offered. If compliance is not possible catering should not be provided at the event.

Payment should be contactless only.

4. COVID-19 Health Awareness

a.) Exhibitors

To gain entry to the hall, all exhibitors and contractors must confirm that they answer No to the following questions. If anyone answers yes, they will not be permitted entry but asked to leave the venue and advised to contact their line manager.

1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, loss of taste or smell or flu like symptoms now or in the past 14 days? Yes/No,
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No,
3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? Yes/No,
4. Have you been advised by a doctor to self-isolate at this time? Yes/No,
5. Have you been advised by a doctor to cocoon at this time? Yes/No.

Exhibitors, Contractors and other operatives who develop Covid-19 like symptoms will be asked to isolate themselves and the protocols for Dealing with a Suspected Case of Covid-19 at Work will be followed.

b.) Attendees

All visitors will be pre-registered. Prior to event opening they will receive information and advice on measures being at the venue and requested to stay away if they answer yes to any of the questions above.



5. Communications & Training

a.) Attendee Communication

Prior to the event all attendees will receive information on COVID-19 Protocols being employed at the exhibition or trade fair. In addition, they will be asked the COVID-19 health questions and requested not to attend if answering yes to any.

b.) Signage

Exhibition Organisers & Venue Operators should provide signage to inform attendees of the protocols in place to facilitate Physical distancing and promote good hygiene at the event. COVID -19 Physical distancing posters and floor marking should be placed in prominent positions at the entrance and throughout the event and staff assigned to ensure compliance.



c.) Staff training

Staffing levels at exhibitions will be augmented to provide for the additional responsibilities envisaged within these protocols. It is of paramount importance that Exhibition Organisers & Venue Operators provide adequate training to anyone employed. Specialised training may be needed for specific procedures required for security, paramedic, and sanitation personnel as well as the COVID-19 Response Team.

d.) Daily briefings

Management will undertake daily briefings with all front-line staff that cover these protocols and all the necessary protective measures against COVID-19 practiced at the event.

e.) Exhibitor Communication

These protocols will be shared with all exhibitors who will be responsible for adopting the practices proposed and applying to their own stand and staff.

f.) Contact Tracing

Exhibition Organisers should retain an accurate record of attendance for a period of one-month post-event in order to be in a position to contact attendees or exhibition staff for the purposes of contact tracing if required.

All exhibitors and visitors will be encouraged to download the HSE tracing app. Free W-Fi and QR code links to the download website will be provided.

6. First Aid & COVID-19 Response

All Exhibition Organisers & Venue Operators will amend their detailed Emergency Plans to include a COVID-19 specific response. Correct PPE should be procured and made available for those who are assigned to deal with suspected cases.

e.) COVID-19 Response

If anyone at the exhibition displays symptoms of COVID-19 during the event, the manager and the response team must:

- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- Provide a mask for the person presenting with symptoms.
- Assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home.
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The person should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
- Arrange transport home or to hospital for medical assessment. Public transport of any kind should not be used.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- Arrange for appropriate cleaning of the isolation area and exhibition areas involved.
- Provide advice and assistance if contacted by the HSE.

b.) First Aid

If first aid is required in the exhibition area it may not be possible to maintain a distance of 2 metres. First responders will be provided with updated training on infection prevention and control principles including performance of hand hygiene and appropriate use of personal protective equipment when delivering first aid.

Further advice on first aid is available from the Pre-Hospital Emergency Care Council (PHECC):

https://www.phecit.ie/PHECC/Publications_and_Resources/Newsletters/Newsletter_Items/2020/PHECC_COVID_19_Advisory_v1.aspx

7. COVID-19 Compliance Officer

A number of C-19 Compliance Stewards will be appointed to monitor the event and intervene where necessary. An overall C-19 Compliant Officer will be appointed to work alongside the Event Safety Officer.

Day to day duties of C-19 Compliance Stewards

- Being a constant presence to monitor compliance with Physical distancing of 2 metres between all personnel within the venue. In instances where there is non-conformance with Physical distancing the C-19 Compliance Officer is to intervene.
- At all times promote and coach good hygiene practises to all personnel onsite.

Duties of C-19 Compliance Officer

- Maintain a log of regular monitoring of COVID-19 controls on site.
- Ensure there is sufficient up to date signage erected onsite to educate all personnel about the COVID-19 controls on site.
- Ensure regular cleaning of welfare facilities, handrails, door handles, etc. is undertaken.
- Ensure hand wash liquid/soap and hand sanitisers are replenished as required.
- Make representations to Exhibition Organisers and Venue Operators with regards any COVID-19 concerns raised by stewards.
- Report any areas of non-compliance to management and ensure these are addressed.

Duties of C-19 Compliance Officer

While the main role of the C-19 Compliance Officer is to prevent the spread of COVID-19 within the Venue, there is the potential where an individual onsite may experience COVID-19 symptoms and where the C-19 Compliance Officer needs to react.

In a reactive position, their responsibilities include:

- Informing Event management if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms.
- Isolating an individual with symptoms in an isolation room/segregated area away from other personnel.
- Following event protocol for individuals with COVID-19 symptoms. (i.e. send home, inform them to contact GP).
- Assisting in contact tracing should there be a confirmed case of COVID-19.

8. Employee Welfare

The welfare of all workers is a priority and employers have a primary duty to protect employees from harm. Exposure to COVID-19 may present a health risk to employees and other persons at a workplace such as an office or exhibition venue. Both Venue Operators, Exhibition Organisers and Exhibitors have to undertake an appropriate assessment of the risk from COVID-19 for each type of role that is carried out and appropriate measures put in place in line with current Public Health guidelines.

These measures should be communicated to all relevant employees and others at the place of work. Control measures will depend on the level of risk and type of function being performed and should not reduce the level of protection afforded by existing measures.

There are three types of workers at exhibitions:

1. Those employed by the Venue

Venue Operator has prime responsibility

2. Those employed by the Organiser

Exhibition Organiser has prime responsibility

3. Exhibition stand staff

The exhibiting company has prime responsibility

Event Specific Measures for a Shared Workspace

All employees need to pay special attention to the site rules in place at the Venue so that all workers can apply and adhere to the same standards and protocols that have been agreed prior to the event. It is not anticipated that close working will be required to perform any role within the event with the exception of First Aid.

Employer Responsibilities:

1. Risk Assess each role or function within the exhibition
2. Plan the work to minimise or eliminate any instances of physical interaction
3. Communicate the protocols and measures that are being implemented
4. Provide any necessary training such as hygiene etc
5. Provide hygiene facilities and correct PPE where needed
6. Temperature check and screen all employees at the start of each day
7. Install physical barriers and clear markings to ensure that contact between workers and attendees is kept to a minimum.
8. Implement a cleaning regime to ensure contact points are kept clean at all times.
9. Display advice on the COVID-19 measures in visible locations to ensure that attendees are also adhering to what is required.

Employee Responsibilities:

1. Adhere to all site rules and guidelines
2. Practise good Hand and Respiratory Hygiene
3. Wear face coverings
4. Maintain physical distancing with all attendees and other employees
5. Wear any additional PPE issued when required
6. Participate in any training provided by the employer
7. Complete any health check as implemented by the employer and in line with Public Health advice.



IEOA Safe Exhibition Checklist

Measures to be put in place during the build-up (planning phase), the exhibition itself (operational phase) and following the event (post-event review) to protect all exhibition stakeholders are outlined below in the IEOA Safe Exhibition Checklist. This checklist identifies a number of key management responsibilities for the implementation of this plan. Site management's main priority is ensuring that the plan is always implemented at all levels and with the cooperation of all stakeholders - Organisers, Site Staff, Venue Staff, Contractors & Exhibitors.

Event Organisers to be responsible for:

Responsibility	Pre Event	At Event	Post Event
Development of a COVID-19 Response Plan, with input from the Venue, as part of the overall Event Safety Plan to include risk assessment with COVID-19 specific details.	×		
To ensure that a member(s) of the management team is appointed as the C-19 Compliance Officer.	×	×	
Provide the Compliance Officer with a system to record and monitor all Covid-19 prevention activities and tasks and for this to be made available for inspection at any time.	×	×	
Undertake an assessment of the type of work employees will undertake in order to minimise close contact, promote good hygiene and reduce the risk of infection. Management to closely monitor during event for compliance.	×	×	
To ensure that all site facilities are sufficient to allow for the social distancing and hygiene requirements of the IEOA Protocols and current government and HSE guidelines and to take appropriate immediate action where they are not.	×	×	
Provide the necessary health & safety consumables for onsite facemasks, tissues, hand sanitiser etc.	×	×	
Signs and floor markings to be sourced by organisers.	×		
Queuing floor markings to be provided by Organisers in line with the requirements for each event.	×	×	
Design the floor layout with good distance adhering to the 2.5 metre aisle minimum in the IEOA Protocols for circulation. Implement flow management signage if and where applicable and necessary.	×	×	
Plan seminar and catering areas to comply with social distancing requirements and provide appropriate markings.	×		
Communicate with exhibitors on acceptable stand layouts to cater for physical distancing and ensure suitable barrier options for consultation areas are available from the event contractors.	×	×	
Appointment of paramedic/first aid contractor	×		
Calculate the number of floor stewards required to provide Fire Evacuation and Covid-19 monitoring/compliance.	×		
Organiser to appoint and manage cleaning contractor. Regular touchpoint cleaning schedule to be established and monitored.	×	×	
Organisers to advise exhibitors on protocols and make sanitizing kits and PPE material available.	×	×	

Responsibility	Pre Event	At Event	Post Event
Organisers to provide Handbook for Safe Exhibitions to all stakeholders.	X		
Organisers to employ additional staff, security, and paramedics to implement crowd control and visitor flow plan.	X	X	
Implement a system to stagger the arrival times of visitors to ensure low density within the Venue.	X		
Adapt registration process and manage set-up to reduce contact onsite (e.g. encourage online registration wherever possible and if necessary, print badges at home or present on mobile phones).	X		
Communicate with visitors prior to arrival to provide information on Covid-19 prevention measures in operation and ask health questionnaire.	X		
Visitor ticket scanning system to track admissions on a real time basis while people exiting the building are counted via clickers or suitable automated system to track the number of people in the hall at all times. This information to be recorded on a regular basis and be available for inspection at the front door at all times.	X		
Organisers to calculate safe number for the hall given social distancing guidelines at time of event.	X		
Display social distancing and hygiene posters throughout venue so that the measures are accessible to everyone.		X	
Provide all staff with adequate COVID 19 prevention training, relevant to their role at the event.	X		
Organiser to collate all Main Contractors CRAMS to include COVID 19 RA and verification that all staff on site are COVID 19 prevention trained.	X	X	
Requirement for any stand contractor with multiple stand builds to implement a suitable working and hygiene strategy to reduce the risk of an asymptomatic worker spreading infection in multiple areas.	X		
Daily monitoring checks on all exhibitors to ensure that cleaning and hygiene schedules are being implemented and that hand sanitisation and face coverings are available for all staff.		X	
Schedule and keep a log of daily staff briefings	X		

Venue Operators to be responsible for:

Responsibility	Pre Event	At Event	Post Event
Work with Organiser to form a joint Covid-19 response plan	×		
To ensure that a member(s) of the management team is appointed as the C-19 Compliance Officer.	×	×	
The provision of adequate infrastructure necessary to prevent the spread of the virus - towel dispensers in toilets, hand sanitising gel dispensers.	×	×	
The provision of barriers, permanent signs, Perspex screens etc as necessary on existing venue infrastructure. (e.g. entrance halls, restaurants, catering outlets and toilets).	×	×	
Facilitate the use of larger numbers of entrance and exit doors and extra personnel to assist/supervise specific areas as required.	×	×	
Venue to work with Organiser to provide temperature screening system linked to a non-contact, QR code reading turnstile system with adequate capacity.	×		
Venue to undertake deep clean between events.	×		×
Venue to designate an isolation room or portacabin outside the venue entrance. One back-up room to be provided also.	×	×	
Venue to provide additional hall men.		×	
All Venue staff trained in COVID 19 prevention.	×		
Schedule and log venue staff daily briefing.	×	×	
Venue to ensure contactless payment is available at all catering areas.	×	×	
Provide access control to ensure all toilet facilities are restricted to a safe number of people.	×	×	
Provide additional chemical toilets externally to ensure adequate capacity if required.	×	×	
Provide CCTV at entrances and pinch points around the hall so that crowd density levels can be monitored remotely.	×	×	
Provide CCTV at entrances and pinch points around the hall so that crowd density levels can be monitored remotely.		×	

Exhibitors to be responsible for:

Responsibility	Pre Event	At Event	Post Event
Exhibitor Instructions for Covid-19 Compliance Exhibitions and Trade Fairs are taking place under a set of protocols which have been agreed across the exhibition industry and in line with current advice from the HSA and public health agencies. Exhibitors must plan the build and operation of their stand in line with these protocols. The protocols can be see here.	×	×	
Contact Tracing. All exhibitors and staff to complete a short questionnaire on their current health before entering the hall.	×	×	
Nominated stand compliance person. Exhibitor to appoint one person to act as the stand compliance person. This person will be responsible for maintaining cleaning logs and ensuring compliance throughout exhibition days. All logs to be displayed in a visible location and accessible for inspection.	×	×	
Staff Numbers. Calculate the number of staff that can be accommodated on the stand based on the current social distancing recommendations.	×	×	
Hygiene & Face Covering. Clean and sanitise all touch points surfaces before the opening each day and once every hour during the event. If not using screens, staff should wear face covering when interacting with other exhibitors or visitors .		×	
Training. All exhibitor staff should be familiar with the techniques and practices which can help to prevent the spread of the disease. A leaflet o website link will be provided to each exhibitor for distribution to all stand staff.	×		
Social Distancing. Stand design and layout should be as open as possible to allow visitors to access exhibits without crowding. Dead ends should be avoided i.e. visitors should be able to access the stand, view the exhibits and exit either by the say they came in or by walking through the stand to the adjoining gangway.	×	×	
Large Stands. Large and custom-built stands should allow visitor to enter and leave the stands from all sides that are open unto a gangway (this is best practice at any time). Exhibits should be placed on the stand so that there is adequate circulation without pinch points or dead ends. Graphics and TV screens should be placed so that they can be seen from as wide an area as possible to avoid congestion. Information desks should be equipped with Perspex screens as should meeting /discussion tables or desks.	×	×	
Small and Shell Scheme Stands. Where exhibitors are dealing with visitors directly in the gangways exhibits and counters should be placed within the stand so that visitors can step in from the gangways while engaging with visitors. Perspex screens should be used. Where stands are 3 metres or more in width, visitors can come onto the stand but adequate circulation area must be provided. Exhibitors should consider stepping into the gangway if necessary, to allow visitors circulate. Where possible exhibits should be placed so that visitors can easily circulate without crossing the exhibitors or other visitors and exit onto an alternative gangway. One-way systems with entrance and exit points should be used where there is risk of congestion. Information points, desks or counters should be placed so as not to interfere with the designated circulation areas.	×	×	
Build Up and Strip Out. All exhibitors, contractors, tradesmen and delivery drivers must be screened before they can be given access to the hall at the official exhibitor's entrance. Once screened personnel will be given a pass for that day. Social distancing must be observed during build up and strip out but were this is not possible for safety reasons the same individuals should work together consistently. Additional time will be provided for build-up and strip out where possible.	×		×
All deliveries should be adequately labelled with the exhibitor details including stand number, contact name, mobile number. A separate delivery / marshalling area will be provided were possible.	×	×	

Event Contractors to be responsible for:

Responsibility	Pre Event	At Event	Post Event
Pre-Planning Measures. All event contractors must provide Organisers with CRAMS to include COVID 19 RA and verification that all staff on site are COVID 19 prevention trained. trained.	X		
Training. All contractor staff working on site should familiarise themselves with the techniques and practices which can help to prevent the spread of the disease. A leaflet or website link will be provided to each exhibitor for distribution to all stand staff and any 3rd party contractors employed.	X		
Work Practices. Onsite work practices should be amended where necessary and feasible to allow for the current government and HSE guidelines regarding COVID-19.	X	X	
Build Up and Strip Out. All exhibitors, contractors, tradesmen and delivery drivers must be screened before they can be given access to the hall at the official exhibitor's entrance. Once screened personnel will be given a pass for that day. Social distancing must be observed during build up and strip out but were this is not possible for safety reasons, mitigation measures should be used and the same individuals should work together consistently. Additional time will be provided for build-up and strip out where possible.	X		X
Site Workers. It is vital that each worker knows how to work safely during this COVID-19 and understands the requirements of their task specific RAMS. Site management should coach and guide workers during the workday to ensure that they are fully compliant with the requirements.	X	X	

Conclusion

Exhibitions and Trade Fairs organised by IEOA members will play a vital role in Ireland's economic recovery. As an industry, we have mobilised our resources, are speaking with one voice and have collaborated on this paper to ensure our events are safe, responsible, operate within all Government guidelines.

These protocols outline how exhibitions and trade fairs will be run in compliance with all government guidelines providing a safe environment for buyers and sellers to meet and do business.

Exhibitions and trade fairs events are important to the economy. Many of our exhibitors depend on our trade fairs for new business and we're determined to deliver world-class events here in Ireland, that serve our business and consumers in the best possible way.

The IEOA calls upon policy makers to understand the importance of our sector to thousands of SMEs, and our role in accelerating the overall economic recovery.

Exhibitions and trade fairs run by members of IEOA provide a controlled, secure marketplaces that operate within safe environments, and should not be viewed in the same context as large-scale gatherings such as concerts, sporting or entertainment events. Exhibitions and trade fairs are about generating business for our SME and corporate exhibitors. IEOA members are committed to playing our role in creating a safer and more prosperous Ireland.

We call for support of industry and clarity on decision making with regards to timelines and protocols for post summer events.



Dear Garret,

The RDS is well-known as Ireland's premier venue, but it is also a registered charity with a track record of working to see Ireland thrive economically and socially reaching back to 1731.

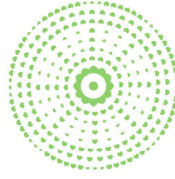
The RDS is playing its part in adopting measures to mitigate against COVID19. While we are acting upon these responsibilities, we also share the Government's desire to reopen the economy in a safe and sustainable manner. To this end, we believe that exhibitions can play an important role in encouraging the re-start of economic activity, as well as providing other social, recreational and educational benefits.

Before re-commencing such activity, it is important for all concerned that protocols are established for exhibitions, based on the best health advice to hand. We support the IEOA in its endeavours to achieve this and we recognise the huge activity and investment the IEOA has organised in the past few weeks to mobilise a strong re-establishment of this sector. Once these protocols are in place and stringently adopted by all event organisers, we believe that exhibitions can take place safely, adhering to public health best practice throughout. The benefits would not just lift the important events sector, but span across many other economic areas.

We would like to offer our help and support, where it might be suitable, to the IEOA in their current work and we would appreciate being kept informed of any future developments. The RDS, as Ireland's key events venue, appreciates that the sector should open with smaller exhibitions, and in turn as health advice progresses, embrace the re-emergence of larger exhibitors and trade fairs once safe to do so.

Yours sincerely

Michael Duffy
Chief Executive
Royal Dublin Society



CITYWEST

HOTEL • LEISURE • EVENTS

1st June 2020

To whom it may concern ,

On behalf of Citywest Hotel & Convention Centre I would like to acknowledge the work and efforts of the Irish Exhibition Organisers Association in devising a recovery plan for their industry which is very important to the Irish Economy and the certainty of jobs .

Since the inception of the pandemic , Exhibition Industry professionals have come together and through their collective experience have risk assessed the current landscape that the pandemic has created and will implement newly heightened health & safety protocols for future events .

These new measures will ensure that strict controls are put in place at the pre- planning stages and monitored by a Covid 19 Compliance Officer throughout the entire process.

The success of this industry is based upon public confidence and every effort is being taken to ensure that risks are identified and assurances can be given to all stakeholders .

The proposed Position Paper outlines many of the foreseeable risks as they present themselves and every effort is being taken to de-risk with a favourable outcome.

I wish the IEOA the very best wishes in their endeavours and look forward to seeing the industry flourish again.

Kindest Regards

John O' Farrell
Hotel Manager
Citywest Hotel & Convention Centre

Appendix



A-Z IEOA Member Exhibitions and Trade Fairs

Irish Exhibition
Organisers Association
COVID-19 Roadmap to
Safe Exhibitions

3D Printing Expo, Citywest
50 PLUS EXPO, Cork
AIB Build a Bank / Future Sparks, RDS
Active Retirement Show
Architecture Expo
Art Source RDS
Autumn Gift & Home
Beef & Lamb Championships
Aviation Summit, RDS
Balmoral Show
Belfast Championship Dog Show
BioMedica, Convention Centre
Bite Food Festival, RDS
Biz Expo, Glamon Hotel and Spa
Bloom, Phoenix Park
Bride of the Year Show, RDS
BT Young Scientist & Technology Exhibition, RDS
Business Post Events
CATEX, RDS
City Spectacular, Cork
City Spectacular, Dublin
Coin & Stamp Fair, RDS
Comic Con, The Convention Centre, Dublin
Credit Union Schools Quiz, RDS
Culture Night
DataCentres Ireland, RDS
Digital DNA
Dublin Build Show, Citywest (Selfbuild)
Dublin Horse Show, RDS
Dublin Marathon Expo, RDS
Dublin Tech Summit, RDS
Dublin Wizard Con, RDS
Dubshed, Eikon Centre
ESB Science Blast, Belfast
ESB Science Blast, Limerick, Mary Immaculate College
ESB Science Blast, RDS
Facilities Management, RDS
Food, Retail & Hospitality Expo, Citywest
Future Beauty Show
Future Travel Experience, RDS
Galway Film Fleadh
GDPR Summit, RDS
Gifted, Cork
Gifted, RDS
GLAS
GO: 2020, Eikon Centre
Gradireland Graduate Careers Fair
Hardware Show, Citywest
Holiday World Show, RDS
Holiday World Show, Titanic Exhibition Centre, Belfast
Holiday World Show Limerick
Hospitality Expo, RDS
Ideal Home Show, RDS
INDUSTRY; The Product Conference, RDS
IFEX, TEC Belfast
Ireland Angling Show, National Show centre, Swords
Irish Beauty Show, RDS
Irish Furniture & Homewares Show, Swords
Irish Motorbike Show
Irish Times Higher Options, RDS
Irish Travel Industry Awards
Irish Travel Industry Trade Show, Cork
Irish Travel Industry Trade Show, Dublin
Irish Travel Trade Show, Cork
Irish Travel Trade Show, Dublin
IT and Data Summit, RDS
Iwish, Cork
January Furniture Show, NEC, Birmingham
JDM Car Culture, Eikon
Jewellery Ireland
Jobs Fair, Aviva
Love Your Home, Citywest
Love Your Home, TEC Belfast
Manufacturing & Supply Chain Conference & Exhibition, SEC, Glasgow
Manufacturing & Supply Chain UK, Arena MK, UK
Mind Body Spirit, RDS
Motability One Big Day, Eikon Centre
National Construction Summit, Citywest
National Construction Expo, Arena MK, UK
National Contemporary Art Fair RHA Gallery
Northern Ireland higher education exhibition, Eikon
Northern Ireland Manufacturing & Supply Chain Conference and Expo, Belfast
Northern Ireland Social Media & Marketing Show, Clayton Hotel Belfast
Nursing Midwifery Job Fair
Over 50's Show, RDS
Perform, RDS
Pharmaceutical Expo, Citywest
Pregnancy & Baby Fair, RDS
Professional Beauty, Citywest
Q8 Oils Spring Farm Machinery Show, Cork
Quirky Wedding Fair, Waterfront Hall
Sales & Marketing Summit 2020
SeaFest, Ringaskiddy, Galway
SEAI Energy Show, RDS
Self Build Live, TEC Belfast
Self Build Live, Citywest Dublin
Self Build Live, Millstreet, Cork

A-Z IEOA Member Exhibitions and Trade Fairs

**Irish Exhibition
Organisers Association
COVID-19 Roadmap to
Safe Exhibitions**

ShelfLife Grocery Management Awards Citywest
ShelfLife National Convenience Store Awards
Shift AI Conference, RDS
Showcase Ireland, RDS
Skills NI, TEC Belfast
Spring Fair, NEC
Sustainability Summit, Citywest
Tech Excellence Awards Citywest
TechConnect Live 2020, RDS
TechLive RDS
The Architecture, Design and Planning Expo, Sport Ireland Campus, Blanchardstown
The Coach and Bus Show 2020, RDS
The Cosmetics Association Christmas Trade Fair, RDS
The Energy Show 2020, RDS
The Future of our Health, RDS
The Infrastructure and Transport Expo, Sport Ireland Campus, Blanchardstown
The Irish Antique Dealers Fair, RDS
The Knitting and Stitching Show, RDS
The National Manufacturing and Supply Chain Conference, Citywest
The National Procurement Summit, Citywest
The Plastics, Printing & Packaging Show, Citywest
The Power and Energy Expo, Sport Ireland Campus, Blanchardstown
The RIAI National Conference
The Royal Ulster Winter Fair, Eikon
The Security Show, Sport Ireland Campus, Blanchardstown
The Wedding & Honeymoon Show, RDS
The Wedding Journal Show, Belfast, Titanic Exhibition Centre
The Wedding Journal Show, Citywest
Thrive Festival , Convention Centre
Timeless, RDS
Tullamore Show
VUE, RHA Gallery
Vitality 2020, RDS

Irish SME Support for Exhibitions





Trade fairs have always provided Ballymaloe Foods with an important platform to develop contacts, grow existing business and find new business. They are a unique and efficient opportunity to showcase your brand to domestic and international buyers, gain market insight and receive feedback that can drive sales and new product development. As Covid 19 has given our business many challenges, we believe it is imperative to allow trade shows re-open in a controlled manner, the loss or cancellation of these events would further damage and restrict our business performance.

Thank you,

Maxine Hyde
Ballymaloe Foods

Heather Humphreys TD
Minister for Business, Enterprise, and Innovation
Dept. of Business Enterprise and Innovation
23 Kildare Street
Dublin 2

05.05.2020

Dear Minister Humphreys,

IFSA, the Irish Foodservice Suppliers Alliance (www.ifsa.eu.com) represents over 200 member companies across the breadth of suppliers to the foodservice industry including the catering equipment suppliers, food & drink producers, providers of consumables, interiors and hospitality technology.

Foodservice or 'Out of Home' is the term used to describe all food consumed and prepared out of home. It includes everything from restaurants, pubs, hotels and coffee shops to workplace, hospitals and education catering. The market value of the foodservice market in 2019 was estimated at €8.55bn in Ireland. This sector has been decimated by the COVID-19 crisis with our members reporting a 90%+ reduction in business and over 70% having had to cut staff numbers.

Our association which has been in existence for over 50 years (having previously been known as the Catering Equipment Association – CEA), aims to leverage our collective strengths and resources to deliver a suite of benefits for our members and offer support to end-users in the Foodservice sector across the island of Ireland.

We are the recognised hub by suppliers and end-users offering valued member benefits and an authoritative voice for the foodservice sector. Our activities include a wide range of exclusive networking, information, communication and sales events within the foodservice industry offering unique access to operators and end-users through our support of their competitions, networking initiatives and other activities.

Our activities are funded in the main by our bi-annual trade exhibition, CATEX. This is a business to business event which facilitates up to 300 exhibitors and 10,000 visitors over 3 days. The next event is scheduled to take place in February 2021. This event is the backbone of our sector and as such will serve as a lifeline for many businesses within the worst effected sector of the COVID-19 crisis – Foodservice, Hospitality and Catering.

We would like to declare our support for the initiative of the Irish Exhibition Organisers Association (IEOA) in proposing protocols and procedures to allow B2B to operate safely within social distancing and public safety recommendations and request that consideration be given to the importance of trade exhibitions and events to the economic recovery given the scope that exists to operate these events in a safe manner for all involved.

Yours sincerely,



Patrick Clement
IFSA Chair
On behalf of IFSA Board of Directors

The Hardware Show

Since its creation in 1971, The Hardware Show has become the single biggest and best event offering exhibitors the best possible opportunity to stage their products and meet with both existing and new potential customers.

Ames True Temper are proud of the fact that from the very first show to the most recent event, we continue to support The Hardware Show for a number of reasons.

In the hardware and gardening channels, innovation is key to continued success. The nature of the products we produce creates an expectation to continuously improve design and offer solutions to end users. The only real way of successfully presenting such innovations is through such events as trade shows.

There is no other event on the island of Ireland where under one roof we can get to meet over 2000 retailers in just a few days.

As our business has developed over the past number of years with many new additional brands and merchandising solutions, The Hardware Show has become the single most important event in our calendar.

Niall Nugent
Sales & Marketing Director

Registered in England | Company registration number: 10811776





Health Stores Ireland
Kilmore, Galway Road,
Tuam,
County Galway
Email: alan@healthstores.ie
Tel: 087 1006721
5th May 2020

Irish Exhibitions Organizers Association

Health Stores Ireland partners with Eventhaus, our suppliers, service providers and members to hold an annual sectoral event under the name Vitality. It is the focal point for our sectors activities and an important event where various areas from within the trade exchange information and ideas.

We recently polled our members about the importance of running our annual event under present circumstances. There was an overwhelming response in favour of doing so, with an acceptance that, like with all our retail operations, enhanced safety measures and protocols would be designed and applied to ensure participant safety.

On behalf of our members, I can assure you full cooperation and adherence with whatever measures are necessary to stage a safe, productive and enjoyable Vitality event.

The event and its promotion is extremely targeted and attracted 4500 visitors over 2 days last year .

We look forward to your cooperation in meeting the challenges of re-growing the independent retail sector of the economy with us. We see a safely run sectoral event like Vitality as a crucial part of rebuilding our impacted sector and playing a vital part in reopening the general economy.

Yours sincerely,

Alan McGrath

National Organiser.

Shannonbridge Pottery Ltd

Clondelara, Shannonbridge, Athlone, Co. Offaly

Eircode n37wv84

Tel: 00 353 90906 74333

E mail : info@shannonbridgepottery.com

21st April 2020

John Hick,
Director,
Eventpro,
Sandyford,
Co. Dublin.

Dear John,

Hope all is well, during these trying times.

The gift trade has taken a serious hit with the complete loss of the SPRING/SUMMER trade.

Our Company, as you have known for many, many years rely on two main events. ,Showcase Ireland & The Autumn Gift & Home Fair in Citywest, in August.

The business ordered at Showcase as I stated, has evaporated as all outlets are now closed.

Please petition, on our behalf about an Event happening in August /September so that we can get the Christmas trade, otherwise we can say goodbye to this year, & without a doubt, there will be redundancies or closure here.

In my opinion, the events are "slow" moving and our stand size is normally 15 metres long, & commanded by myself only. So, there is always only one customer I am dealing with at anytime. So social distancing, I think, can easily be adhered too.

Please do you best for the trade.

Yours truly,

Charles Hoysted
Director

Internorm Windows UK Ltd
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London NW9 0HN | UK
T +44 (0) 208 205 9991
F +44 (0) 208 905 8744
office@internorm.co.uk
www.internorm.co.uk

Company No: 6425405
VAT No: 936720316

4 May 2020

Dear Brian Corry

Hope all is well, during these trying times.

Our Company, as you have known for many, many years rely on two main events for our Irish distribution network in the Autumn; Selfbuild & Improve your Home show in Dublin in September and Love your Home show Titanic Exhibition Centre, Belfast in October.

These two exhibitions alone will create over 500 leads for our partner network in Ireland, so these events are crucial to their revenue for the last quarter of the year.

In my opinion, the events are "slow" moving and although our stand is 60 sqm, there is plenty of space on there, so social distancing, I think, can easily be adhered too.

Please petition, on our behalf regarding the events happening in September/October so that the we can salvage the last quarter of the year for our partner network in Ireland, otherwise without a doubt, there will be redundancies or closures.


Andreas Sinner
Managing Director Internorm UK



Wholefoods

NATURAL FOODS & HEALTHCARE

To whom it may concern,

Founded in 1983, Wholefoods Wholesale is Ireland's largest distributor of natural products and healthcare. In recent years, it is our experience that there is a strong consumer demand for B2C shows as Irish society has developed an increased interest in overall health products, eco-friendly and sustainable alternatives.

As a wholesaler, we embrace shows such as Vitality as it gives us a unique opportunity to support our brands within the Irish market by providing them an additional avenue to connect directly with consumers. The education and sampling opportunities that are conducted at these shows lead to increased brand awareness, loyalty and footfall in health stores nationwide. These consumer shows have now become an undisputed part of marketing plans and are an integral part of supporting local independent retailers who are under enormous competitive pressure. We also leverage off shows like Vitality to champion and showcase indigenous Irish suppliers wherever possible.

Yours in health,

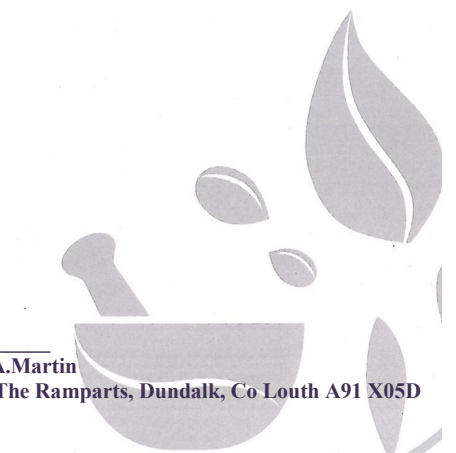
Alan Martin
General Manager

+353 (0)1 7783300

Wholefoods Wholesale Ltd.
Unit 3 Kylemore Ind. Est.
Killeen Road, Dublin 10

www.wholefoods.ie

Directors: C.Molloy, A.Martin, P.Gaffney, K.Burke, R.Byrne, G.Cashen, B.Coakley, Secretary: A.Martin
Registered in Ireland No 106546. Vat IE4632396O Registered Office: Charles McCann Building, The Ramparts, Dundalk, Co Louth A91 X05D



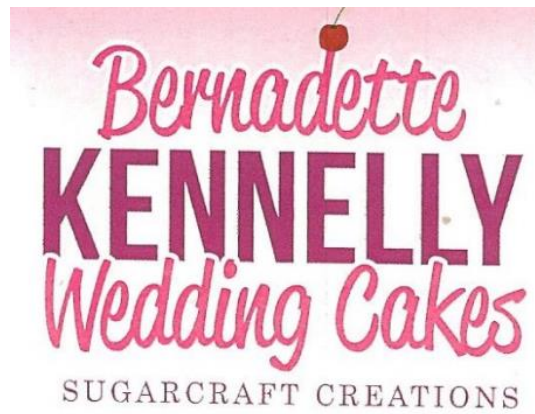


It can be said without any shadow of doubt that Aston Formal Wear's participation at this show and the Bride of the Year Show forms an integral part of our marketing mix. The only other access we have to our potential customers is via promotion of our website. A quick top of the head calculation would suggest that we spend more than half of our annual marketing outlay at the two exhibitions run by Eventhaus.

Through the years exhibiting at these fairs we have seen weekends we have handed out over 1,000 promotional fliers. If one takes the average cost of a wedding at €25,000 that suggests there could be a potential spend of €25m in the hall. It could be said that most of that is a discretionary spend - the very spend that our economy could well do with as it reawakens after the current restrictions.

While we clearly don't know how these restrictions will affect the overall market or our business in particular, I am in no doubt that being able to promote our service on a person to person will continue to be an integral part of our marketing. From my experience of dealing with Eventhaus I am certain that they have the professionalism to safely run future exhibitions.

CHRIS MORAN, ASTON FORMALWEAR



I have attended The Wedding & Honeymoon Show for many, many years now. This show provides the opportunity to inspire couples planning their wedding.

I am a small, cake-making business and without this show my business has no profile, voice or representation in the wedding industry.

The audience at the show creates such a high standard to couples at the show in all aspects of wedding planning, creating business for everyone.

I would be very disappointed if The Wedding & Honeymoon show was not to proceed.

BERNADETTE KENNELLY

TIPPERARY CRYSTAL

Allied Imports Ltd.
Allied House
Unit 804 Northwest Business Park
Phase 3
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Dublin 15
Ireland

Tel: +353 1 8809150/8809152
Fax: +353 1 8809156

Dear John,

I am contacting you in my capacity as Managing Director of Tipperary Crystal, over the last number of years we have established our TIPPERARY CRYSTAL brand as one of the premier Irish Giftware brands.

Part of this success has been due to the Autumn Gift & Home trade fair at City West which you run. This trade fair allows us to meet up with our accounts from across Ireland to show our new designs and innovative product.

It allows our customers place orders and it also gives the opportunity for new customers to purchase from our selection of product.

I want to express in the strongest way the importance of the Autumn Gift & Home show to our business model. The importance is the actual orders placed for product and the invoiced raised but also the follow on orders for product that sells through. We estimate that there is a multiplication factor of five times on sales taken at the trade fair. These sales support our retail partners and the employees that they pay. 600 retail partners with an average of 3 employees each equates to 1,800 jobs supported by our sales started at the Autumn Gift & Home Fair.

I do not mind if the show is delayed or even if the location is changed but I would view it as a necessity to continue to have the trade fair in 2020 and it vital for the giftware industry. Thanks for your time and please call me anytime to discuss the contents of this email.

Best Regards,

TIPPERARY CRYSTAL
Robert Scanlan
Managing Director

Hardware Association Ireland
Blackchurch Business Park
Naas Road, Rathcoole
Co. Dublin
D24 C796



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The Irish Exhibitions Organisers Association

Hardware Association Ireland (HAI) is the national trade association representing hardware, building materials, DIY, homewares and garden at retail, wholesale, and manufacturing level.

The sector has a turnover of €2.4 billion (CRO), pays wages in excess of €800million and is a significant contributor to the public purse. It directly employs 26,000 people and it underpins the jobs of a further 147,000 builders and tradespeople.

HAI members play a key role in the construction supply chain, providing an efficient and effective route to market for building material products and a vital source of credit to customers.

We represent more than 400 employers in the industry, and our members operate in one of Ireland's key economic sectors. New builds, renovations and retrofitting are major barometers of and a contributor to the nation's economic success.

The Hardware Show is the key event in the sales and marketing calendar of the sector. It generates €ms in direct business and similar into the hospitality and other sectors. Due to its sheer scale it is organised every two years. It is the best attended and supported show in the country. In 2019 we had the most successful trade show on record - with over **150** exhibitors and **2,000** attendees.

Its continuance in February 2021 is critical for the economic health of the sector and it will be a major building block in the regeneration of our economy.

With every good wish, I am

Sincerely

A handwritten signature in black ink that reads 'Martin Markey'.

Martin Markey

Chief Executive Officer

Mob: +353 87 2226532

LL: 01 2980969

Date: 13 May 2020

Department of Business, Enterprise and Innovation
23 Kildare Street
Dublin 2
D02 TD30

COVID-19 - REQUEST FOR EXHIBITION INDUSTRY RECOVERY SUPPORT

Dear Sir/Madam

Interflow Logistics are an Irish exhibition logistics company responsible for the safe delivery and on-site handling of standfittings, exhibition displays and other exhibition materials destined for national and international exhibitions. The majority of our work takes place on site with our drivers and ground handlers physically participating in the movement of cargo at the venue.

Due to the impact of COVID-19 on the industry with the closure of venues and mass cancellation of events we are now effectively shut down. We are faced with the uncertainty of not knowing when we will be able to return to work again.

Participating in an exhibition not only requires planning and investment capacity from our part but also the possibility for exhibitors and visitors to travel and attend events.

To help us return to work we need exhibitions to take place. For exhibitions to take place they must be assessed according to their type and not according to the rigid total number of people. All events are important for various economic and social factors, however, exhibitions are not comparable to sports events, concerts or festivals. Decision makers should differentiate in a targeted manner and not consider exhibitions as a 'mass gatherings'.

How **Exhibitions** differ from **Mass gatherings**

Mass gathering: if the number of people it brings together is so large that it has the potential to strain the planning and response resources of the health system in the community where it takes place

Trade exhibitions: exhibitions that promote trade and commerce and are attended primarily by trade visitors. A trade exhibition can be opened to the public at specific times.

Congress meeting with exhibition: organised formal meeting, or series of meetings, comprised of groups of representatives belonging to a common interest group, in which issues, ideas and policies are discussed. New products are sometimes showcased. A congress meeting with exhibition is not open to the public.

The exhibition industry recognises that unspecified mass gatherings are highly visible events with the potential for public health consequences if they are not planned and managed carefully. We believe that exhibitions are far safer to attend. Measures can be put in place during the build-up (planning phase), the exhibition itself (operational phase) and following the event (post-event review) to protect all exhibition stakeholders: Ensure personnel and personal safety, Enable physical distancing, Increase health and safety measures, Implement crowd control, Encourage and enforce measures.

I would respectfully request our government to allow exhibitions to re-open based on the assured implementation of agreed health and safety standards.

Yours faithfully

Niall Thompson

MANAGING DIRECTOR

INTERFLOW LOGISTICS



clevamama®

ClevaMama
Swords Enterprise Park,
Feltrim Rd, Drinan,
Swords, Co. Dublin,
K67 XA30

May 2020

To Whom It May Concern,

At ClevaMama we heavily rely on both consumer and trade shows not only for sales but we also use such opportunities to launch our latest innovation direct to trade and consumers respectively. Over the last 10 years we have found these shows invaluable to the growth of our brand throughout Ireland and more importantly throughout the year.

As a nursery brand our target audience starts from pregnancy to 3 years plus which is the exact attendees to such shows. The shows are a strategic part to our marketing plans and product launches and without such shows would cause be a big blow each year.

Yours Sincerely,

Suzanne Browne,
ClevaMama



Dorel Ireland
Unit 25 Canal Walk, Parkwest
Dublin 12, Ireland. D12KT54
Tel 003531 8983170
Mobile 0035386 6015768
Direct line 003531 8983172

May 2020

To Whom It May Concern,

I would like to take a moment to explain the importance of the Pregnancy and Baby Fair to the nursery industry in Ireland

These events allow expectant parents to see the full collections available in the market under one roof , this is a big advantage to consumers as rather than having to visit several retail outlets they can just visit the show and fulfil 100% of their needs.

It's an expensive time for parents too and the show can provide them with well needed offers and promotions, they can save up to 30% on large ticket items such as strollers and car seats.

On a business front the show accounts for 20% of our annual turnover, we would directly employ stand builders, electricians, logistics, signage firms and sales teams so the show creates a lot of employment locally.

Your sincerely,

Pauline Harmon
Sales Manager
Dorel Ireland



IEOA Working Group:

Garret Buckley - **EventHaus Ltd.**

Sean Lemass - **SDL Exhibitions Ltd**

Brian Corry - **SelfBuild Ireland Ltd.**

Colin Murphy - **Premier Publishing & Events Ltd**

John Hick - **EventPro Ltd.**

Rebecca Dunwoody - **EventHaus Ltd.**

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