



OPEN FOR
BUSINESS

COVID
SAFETY
PLAN



A FRAMEWORK
FOR HOSTING
EVENTS IN A SAFE
ENVIRONMENT



NOVACANCY
HOTEL+ACCOMMODATION INDUSTRY EXPO

HOSPITALITY
DESIGNFAIR





Safety is our Priority!



- At NoVacancy Expo and Hospitality Design Fair, the health and wellbeing of everyone who visits our events is our number one priority. The objective of this document is to provide a framework for hosting events as safely as possible.
- The implementation of these measures will provide our stakeholders with the assurance and confidence that health and safety is our number one priority.
- Our safety measures include:
 - Social Distancing management
 - Assessments and planning
 - Facilities
 - Training
 - Ensuring all stakeholders are aware of their responsibilities





Assessment: Every event is different. Working in partnership with our suppliers we will assess the safety practices to meet the needs of each event

Experience: Our aim is to minimize the impact on the visitor experience, ensure that expectations are set with everyone delivering the event.

Your responsibilities: There are responsibilities for everyone visiting the event to ensure they understand their role in keeping themselves and everyone else safe.

S . A . F . E . T . Y

Social Distance Management: Social distancing will be managed taking into account the latest government advice. Relevant markers will be installed in public areas to help everyone keep a safe distance.

Facilities: We will plan with venues to ensure that events can run safely including cleaning regimes, improved air circulation, hand sanitizer stations, temperature checks, signage and one-way traffic flow where possible.

Training: Members of the teams involved in the event will be trained to deliver our new policy and procedures, to ensure they uphold the highest possible standards.





Guiding principles for hosting events safely

We will work in partnership with all stakeholders for each event. These guiding principles cover the major considerations that will be put into place for NoVacancy Expo and Hospitality Design Fair.

Risk Assessment and Planning

- A risk assessment has been produced in partnership with the venue and key partners to determine the measures that will be put in place for the event.
- This includes planning, build-up, event days and breakdown, building access, queue management, event timing and use of technology to minimize touch points.
- The floorplan and any other shared space will be designed to ensure adequate aisle and stand space for any requires social distancing and crowd density standards.
- All measures shall be based on current government guidance.
- Risk assessments will include an Emergency Response Plan.

Before Guests Arrive

- All visitors and exhibitors must register online before attending the event.
- Travel advice, entry procedures and health guidelines are to be published on the vent website and visitor communications.
- Anyone with a high temperature or other flu-like symptoms, or who has been in contact with a confirmed case must stay at home.
- People in higher-risk categories should refer to the latest health advice before choosing to attend.
- Attendees must download and activate the COVID-safe app on their mobile device before arrival. They must show this before entry to the show.





Social Distancing

- Exhibitors and visitors will be scanned as they enter and exit the exhibition hall to monitor and cap crowd numbers.
- Crowd density will be maintained throughout the venue in line with local regulations, currently on person per 4m².
- Markers and one-way systems will be installed in public areas to help everyone keep a safe distance apart.
- Main aisles in the hall will be 4m wide to allow more space for visitors.
- Social distancing including non-contact greetings will be encouraged using signage and COVID marshals.
- Exhibitors will be given additional time for move-in and move-out. Loading dock arrivals will be scheduled to spread traffic.

Arrival & Registration

- Visitors and exhibitors will be required to register online before arriving at the venue.
- Visitors will be reminded not to attend if they have any flu-like symptoms or contact with a known case.
- Arrivals and exits to the venue through multiple access points will be managed as safely as possible by venue staff.
- Facemasks are presently mandatory for all events.
- The venue will have facemasks available to purchase should you not supply your own.
- Attendees are encouraged to pre-purchase anything possible, including tickets, parking and food. Onsite payments shall be through cashless devices.

Cleaning & Personal Hygiene

- Attendees will be encouraged to regularly clean their hands using sanitizing stations placed through the halls.
- Exhibitors will be encouraged to record details using lead scanning devices instead of exchanging business cards and brochures.
- Additional cleaning has been organized using trained venue staff. They will ensure regular disinfection of all touch points.
- There shall be a dedicated team of cleaners for each set of bathrooms. Consideration will be given to queuing and quantity management.
- Exhibitors will be encouraged to regularly clean high contact areas on their stand. Cleaning products will be made available by the Organizer.





EXHIBITOR SET UP SAFETY ADVICE

In most cases you will be able to build your stand in a similar way to previous years. Here are some ways to increase safety:

Stand setup

- Consider using the official freight forwarder to deliver and collect your stand materials and supplies
- Furniture and equipment hired from the official suppliers will be delivered and cleaned prior to your arrival.
- Make sure you have cleaning supplies and hand sanitizer available for your staff through the build and show.
- Once completed, clean all hard surfaces with sanitizing spray and repeat throughout the event.

Stand Management

- Schedule staff so you have a maximum of one person per 4m² of stand space at any time. Breaks should be taken outside the hall.
- Train staff to greet visitors without contact. This might be a wave, verbal greeting or elbow bump.
- Take advantage of a lead generation scanner to avoid physical exchange of business cards.
- Try to limit conversations with each customer to ten minutes or less. This will also help you to see more people.
- Have cleaning supplies and hand sanitizer available during show hours.
- Clean common touchpoints on your stand through the day. Encourage regular hand washing by staff.
- Any staff experiencing a high temperature or flu-like symptoms are to be sent home immediately.



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This framework has been designed to provide visitors and exhibitors with confidence this event will be run in a professional and safe manner. The framework will be updated as conditions and government health advice evolve.



These are unprecedented times and whilst every effort is being taken to protect the wellbeing of our guests, everyone should inform themselves of their own responsibilities. For further information visit: www.health.gov.au