

Participate safely at the Fiets en Wandelbeurs in Utrecht

It is an uncertain time for you as an exhibitor and for us as organiser of the Fiets en Wandelbeurs ('Hike and Bike Xperience'). But we are happy that we can organize our Fair again and we feel confident about making it a success with your help.

Safety will be our first priority for the upcoming edition, and we will take certain measures to guarantee this. You can find some of these measures below. We will keep you informed if anything changes with the Covid-19 situation. We also recommend you stay updated with the latest news at [RIVM](#).

Precautionary measures exhibitors

- Please stay at home if you have symptoms. *We advice to have back-up personnel.*
- Please follow the instructions from the organisation and of the exhibition centre.
- Cough and sneeze into your elbow and discard paper tissues after one use.
- Wash your hands often. Make use of your anti-bacterial hand sanitizers at the stand.
- Keep 1.5 metres distance from your colleagues and the visitors at your stand.
- Are you travelling from abroad? A [Public Health Passenger Locator Form](#) is mandatory. This has to be completed 48 hours before arrival. For more information: [Rijksoverheid](#).

Construction and dismantling

- Make sure all your employees that work at the stand are registered via the organisation. We will send a form per mail. Please complete this form before January 15th 2021.
- We would like to receive a stand design before January 15th 2021.
- Payment at the location will be effected by invoice or touch-free. No payment will be made in cash.
- All transporters and suppliers will receive information on routes, parking spaces and entrances.

Entrance

- Every exhibitor will have to fill in a health check form at arrival.
- The organisation is allowed to refuse an exhibitor to participate if he or she shows any symptoms, or if he or she does not follow the guidelines.
- Disinfect your hands every time you enter and leave the venue. The organisation will arrange disinfected gel at the entrance.
- We will have a few corona officers at the venue who will be available for any questions and they will be coordinating the protocols. They can be recognized by their orange jackets.
- At Jaarbeurs we will have clear signing for the routing in the central hall.

At the exhibition floor

- We will have clear signing in the aisles for the visitors.
- We will create waiting areas for visitors in front of your stand with clear markings.
- We will have several disinfected stations and will clean extra at the exhibition floor and in the toilets.
- Catering is available, but food will preferably be served and presented packed in individual servings.

Stands

- You are obliged to lay out your stand in such manner to guarantee that a social distance of at least 1.5 metres will be kept. This also applies for co-exhibitors and visitors at the stand. Markings outside the stand will be created by the organisation.
- All stands must be cleaned prior to, after and during the Fair at least twice during the day. If you present bicycles at the test track we would like to ask you to clean the bicycle after every use. You can do the cleaning yourself or contract Flanders Expo to do it.
- Please try to keep the exchange of documents, flyers and business cards to a minimum.
- Latex gloves are not mandatory, but recommended when you hand out material.
- You need to facilitate your own disinfectant hand gel and other hygiene material.
- Plexiglass screens: these are not mandatory at the moment, but it is possible to order this when registering.
- Face masks are not mandatory.

Graphics below: examples stands in a row, corner stands and head stands with 1.5 m space between exhibitors.

Voorbeeld standindelingen

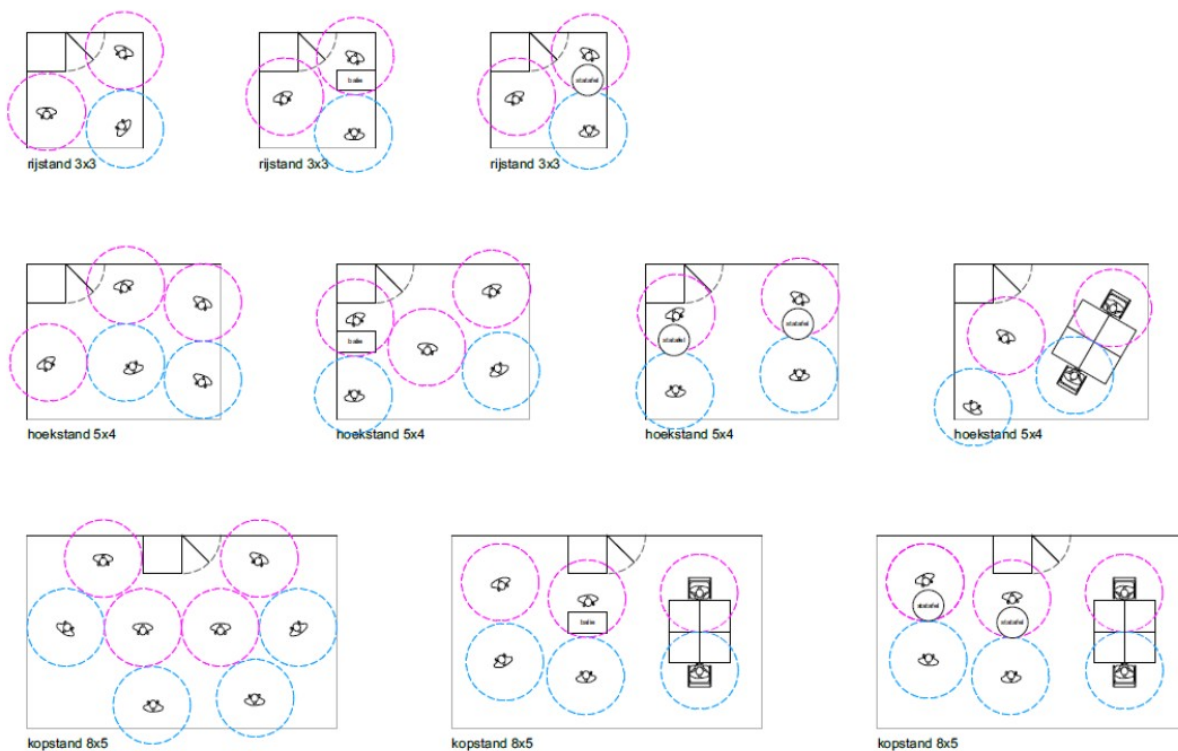


Image 1: *Island stands are possible, please ask us for the possibilities.

Samen veilig aan het werk

Zorg ervoor dat jij en je collega's gezond blijven door deze richtlijnen te volgen en elkaar hierop aan te spreken.

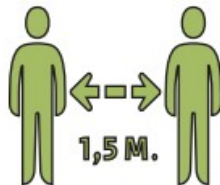
Kom met eigen vervoer

Lukt dat niet?
Hou dan zoveel mogelijk
afstand van elkaar



Houd 1,5 meter afstand

Schud geen handen en werk
op minimaal 2 armlengtes
afstand van elkaar



Deel geen gereedschap

materieel en PBM's en houd
alles schoon



Ventileer werkruimtes

en werk zoveel mogelijk in
vaste teams



Volg de afgesproken planning

zodat je nooit met meer mensen
op locatie bent dan toegestaan



Was regelmatig je handen



Nies en hoest in je elleboog



Blijf thuis als je ziek bent



1. Use private transport, preferably
2. Keep 1.5 metres social distance at work
3. Don't share any tools and keep it clean
4. Working areas will be well ventilated
5. Follow the guidelines for the planning
6. Wash your hands regularly
7. Sneeze and cough in your elbow
8. Stay at home if you have symptoms