



RULES AND REGULATIONS: COVID - 19 SAFETY PROTOCOLS

This summary of rules and regulations covering specific COVID 19 safety protocols of WTCMM must be read in conjunction with the Terms and Conditions of Hire.

1. EXHIBITS

In light of the continuing effort to prevent the transmission of COVID 19, WTCMM shall impose additional safety protocols and guidelines, as follows:

- 1.1 The Hirer shall submit exhibit floor plan prior to marketing and selling of booths to exhibitors with considerations on physical distancing as mandated by government to prevent the spread of COVID 19.
- 1.2 A one-way traffic will be instituted in the hallways to avoid overcrowding while visitors are going around the exhibit. Exhibit lay-out should have wider aisles, preferably no less than 3.0m for one-way traffic. Floor markers, arrow stickers or signages will have to be in place to properly guide the visitors.
- 1.3 Exhibit booth size should be no less than 3.0m x 3.0m to provide ample space in order to adhere to the physical distancing of at least 1.8m between visitors and exhibitors.
- 1.4 The use of the Lobby as exhibition space shall be suspended. Only registration counters, ticket counters, queuing areas, seating areas may be set-up to ensure observance of physical distancing while providing comfort to guests waiting in line.

2. CONSTRUCTION & INSTALLATION, FREIGHT FORWARDING

Accredited Contractors and Freight Forwarders should submit their own Covid-19 health and safety protocols to WTCMM, ascribing to the following:

- a. **All booth systems and other items delivered to WTCMM should have undergone disinfection and sanitation.**
 - b. **Before deployment, all staff have been briefed on wearing of face masks, physical and social distancing between people during ingress/egress, observance of proper respiratory etiquette, and frequent handwashing while in the premises.**
- 2.1 Official contractors and freight forwarders should submit themselves to temperature scanning prior to entry to the venue. The Supervisors/Team Leaders should establish and implement health monitoring of all staff prior to deployment in the venue.
 - 2.2 All staff will be required to wear face masks with filter while working within WTCMM premises. Other PPEs as required depending on the scope of work should also be worn (e.g. safety harness, helmet, gloves, eye protection, etc.).
 - 2.3 Supervisors/Team Leaders should consistently monitor observance of precautionary measures of its team, including strict physical distancing, hand washing, and proper respiratory etiquette.
 - 2.4 Booths or booth shells must be cleaned and sanitized by the official contractor prior to delivery and installation.
 - 2.5 Customized booths made by official or sub-contractor must be cleaned and sanitized

prior to move-in/set-up of products/displays/materials by the exhibitors.

- 2.6 Booth shells and customized booth designs should observe a one-way visitor flow inside the respective booths in observance of physical distancing and to prevent visitors from navigating each other head-on.
- 2.7 Product displays within the booths must have a minimum distance of 1.82m apart to adhere to the physical distancing of at least 1.82m between guests and exhibitors viewing the product displays.
- 2.8 The use of the loading bays and other cargo loading/unloading points is on a scheduled basis pre-determined by the organizer. The Ipil-Ipil and West Parking (subject to availability) shall serve as staging and queuing area to limit the number of deliveries and workers entering the halls.

3. PROCEDURES DURING THE EXHIBIT/EVENT

- 3.1 Pre-registration and/or online ticket selling is highly encouraged for a managed and controlled entry into the lobby and exhibit halls to avoid bottlenecks.
- 3.2 Use of floor markings in the registration and queuing areas to facilitate compliance with physical distancing.
- 3.3 A dedicated area for Senior Citizens, PWDs and pregnant women should be assigned for Registration, Entrance and Exit to the venue.
- 3.4 Organizers shall limit exhibitors to a maximum of 2 pax to accommodate a maximum of 2 guests per 9sqm booth at a time to avoid overcrowding.
- 3.5 Organizers together with WTCMM shall establish a maximum visitor capacity at a particular period and limit entry once this is reached to maintain physical distancing inside the halls. (e.g. 1 visitor for every 1.82m of circulation space and a maximum number for every given time slot).
- 3.6 To better manage the crowd from reaching maximum capacity, controlled access to the exhibit halls/lobby will begin from Gate 1. WTCMM shall have the right to refuse admission of persons if and when the maximum capacity is almost reached, and/or physical distancing from the drop-off queueing area is starting to be compromised.
- 3.7 "No Face Mask, No Entry" policy shall be strictly implemented. The Organizer shall make provisions for the availability of face masks to guests and exhibitors who have none.
- 3.8 Temperature scanning before the lobby glass doors must be conducted by the Medic Team that will be brought in by the Organizer following the prescribed procedure. Guests monitored to have 37.5 degrees Celsius and higher will be refused entry or led to an isolation booth.
- 3.9 An isolation booth shall be set-up at the drop-off area by the Organizer to serve as holding area for guests with elevated temperature and/or exhibiting other symptoms while waiting for transport to the nearest accredited hospital. The Medic Team should require guests at the isolation booth to fill-up a contact tracing form.
- 3.10 The Organizers should make provisions for foot bath in the drop off area and a carpeted footpath prior to entering and upon exiting the lobby.
- 3.11 The Organizers should make provisions for hand sanitizers/alcohol to guests in common areas outside of the restrooms. (e.g. Registration counters, exhibit entrance, lobby entrance, etc.).
- 3.12 Physical distancing shall be strictly enforced in conference and meeting set-ups in exhibition halls and function rooms observing 1.8m between seats for theater and classroom seating, and 7 people seating in round tables.
- 3.13 Separate Entrances and Exits to the lobby, exhibition halls and function rooms will be

implemented for better flow of visitors.

- 3.14 A receptacle/trash bin for used face masks should be in place upon exit from the lobby for visitors leaving the venue.
- 3.15 A contact tracing mechanism will be put in place and shall be implemented once finalized following government regulations on data collection.
- 3.16 For the protection of Organizers and Contractors, it is highly encouraged that insurances are secured to cover their events as well as exhibitors and guests who may contract the virus traced from the show.

4. SANITATION

- 4.1. WTCMM shall undertake the disinfection and sanitation of the halls prior to facility turn-over to the Hirer. The Hirer shall then be responsible for the disinfection and sanitation of the halls prior to turn-over back to WTCMM after egress.
- 4.2. Periodic wiping and disinfecting of frequently-handled surfaces (i.e. door handles, escalator railings, elevator buttons, restroom counters, mezzanine hallway railing, etc.) shall be undertaken by WTCMM housekeeping.
- 4.3. WTCMM shall ensure constant supply of hand soap and hand sanitizers as well as proper handwashing guide on all restrooms.

5. FOOD and BEVERAGE SERVICE

Accredited Caterers should submit their own Covid-19 health and safety protocols to WTCMM, ascribing to the following:

- a. **All catering paraphernalia delivered to WTCMM should have undergone disinfection and sanitation.**
 - b. **Before deployment, all staff have been briefed on wearing of face masks, physical and social distancing between people at all times, observance of proper respiratory etiquette, and frequent handwashing while in the premises.**
- 5.1 Buffet service is discouraged. Pre-packed meals are highly recommended to minimize direct contact of food attendants with guests.
 - 5.2 Catering staff should submit themselves to temperature scanning prior to entering the building.
 - 5.3 Catering staff will be required to wear face masks with filter and wear disposable gloves when delivering/distributing packed meals.
 - 5.4 Hand sanitizers/alcohol should be available to catering staff at all times at the distribution area.

6. OTHER RULES

WTCMM reserves the right to impose other rules and regulations as it deems necessary. Any additional rules or regulations to be imposed by WTCMM would be embodied in Circular Letters that will be furnished to all exhibit organizers and other hall hirers.