

The Islamic Republic of Iran International Exhibition Company

Exhibition Health Protocol

Areas / Sectors	Actions / Activities
Visitors	Prevention from entering of visitors without face-mask into the exhibition halls
	Providing electronic information services to visitors, including maps and information of participants, routing and others from the mobile application platform of Tehran International Exhibition and sending the application link as soon as registration
	Online registration system for visitors via the portal to register and buy tickets online
	Enabling virtual visiting of exhibitions through portals and other virtual media
	Suspension of visitors' transportation by electric car due to the need to observe social distance
	Daily and continuous sanitizing of the visitors' traffic route with the preparing of relevant mechanized equipment
	Compilation of sending care safety messages through SMS system to registered visitors and also through the area audio system during visits
	Control and managing of entry and the density of the number of visitors inside the exhibition halls
	Only accepting the expert visitors and notify of rejection the general visitors

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Exhibitors (Participants)	Managing the number of people inside the booth in proportion to the size of the booth (Each 12 square meters 2 persons - 18 square meters 3 persons - up to 30 square meters 5 persons - from 30 meters up for each 25 meters 2 persons)
	Requiring, the exhibitors to wear masks and preferably gloves
	Use the disposable catering dishes
	Do not cater the visitors with beverages or reception items without standard packaging
	Not accepting visitors without face-masks
	Necessity to supply and deploy a trash bin with pedal and lid inside the booth
	Managing visitors' stop at the booth by booth managers
	Necessity to provide the items and supplies disinfection such as (disinfectant, alcohol, masks & etc.) for virus removal of equipment located in the booth and other surfaces by exhibitors
	Provide disposable gloves to the visitors for touching the goods
	Forecast a suitable protector of presenting the show goods located in the booth
	Prohibition of using people without ID cards to provide miscellaneous services inside the booth
	Observance of social distance in holding meetings and sessions at the booth
	Prohibition of distributing promotional gift items at the booth in order to avoid any gathering

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Areas / Sectors	Actions / Activities
Booth Construction	Issuance of ID card for booth constructor's personnel's in order to Preventing miscellaneous people, entering the halls before opening the exhibition
	Require all exhibitors and staff to use Mask and face shield and gloves
	Prohibition of using carpet on the floor of the unequipped booth
	Requiring booth constructor companies to carry out all booth construction and painting operations in their workshops In such a way that only assembly operations left in the site with minimum staff in the exhibition
	Increasing the width of the corridors in all halls in order to having the safe social distance for visitors
	Reduce the density and volume of construction activities with Prohibition of building the second floor of the booth
	Observe the social distance in visiting and negotiating with exhibitors when the floor plan and booth design is planning
	Development of prefabricated booth construction system specially MAXIMA models and modular in order to reduce the time and number of booth builders through support incentives
	Using of protective coatings (talc and glass) in all information desks of booths
	Supervising the design of the booth and the location of goods displaying In such a way as to prevent congestion and create the least interference in entering and exiting from the booth
	Prohibition of creating a public catering station in the design of the booth
	Keep all exhibition hall's ventilation systems on , during booth constructions
	Increase the construction hours in order to adjust the number of construction's personnel
	Observance of social distance in booth design and supervision in execution
Use of virtual and electronic advertising tools	
Requiring booth builders to design and locate information counters at least one meter away from the corridor in order to avoid any stops in the way of visitors in the main and side corridors	

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Exhibition Center	Increasing the number washbasins of toilets
	Equipping all public and office toilets with electronic soap dropper Proportionate to the number of clients, especially in the crowded toilets
	Supply and deploy of powerful hand dryers in all toilets in order to reduce the time of the client's stop and waiting for toilet paper
	Providing pedal bins with a lid for collecting masks and gloves all inside and outside the halls with continuous emptying (written on it just for masks and gloves)
	Providing bins with a lid for evacuation disposable food's dishes all inside and outside the halls with continuous emptying (Written on it just for waste catering utensils and bottles...)
	Assign billboards or information stands in different parts of the outdoor area with Health / Care Warning Text
	Allocating independent doors for entry and exiting the visitors from halls
	Opening all entrance and exit doors of exhibition halls in order to create a stable flow of natural ventilation inside the exhibition halls
Activity of 'Hazrat Ibrahim' Mosque in accordance with the notification protocols approved by the mosques	

Areas / Sectors	Actions / Activities
Exhibition Center	Creating sanitizer gate (sprayer) in the main entrance door of the fairground
	Creating a sanitizer gate (sprayer) in the main entrance door of the exhibition halls
	Providing required mechanized equipment for sanitizer of floors, doors and surfaces of exhibition halls
	Creating and equipping a thermometer and screening station in cooperation with the Red Crescent and security members by providing supplies In the place of the main entrance doors of the fairground and the entrance doors of the halls
	Creating a Red Crescent base at the main entrance of the fairground and coordination to increase the number of Red Crescent members during the exhibitions
	Creating a booth providing sanitary facilities including masks, face shields, gloves, hand sanitizers at the main entrances and central points of the fairground In order to provide the required facilities of visitors, participants and contractors with the right locating
	Supply and deployment of mechanized equipment for hand and shoe sanitizer at the entrance or exit of exhibition halls for use by exhibitors and visitors in appropriate numbers along with anticipating the necessary factors to maintain and charge it
	Creating a central support station and supply the necessary sanitizer supplies and materials by formulating and implementing a program for charging equipment and facilities by training and justifying agents
	Creating and equipping the online registration infrastructure of visitors with the possibility of paying and preparing electronic tickets in order to reduce the stop for tickets at the points of entrance and the provision and deployment of smart ticket control equipment
	Enabling virtual viewing of exhibitions through portals and other social medias
	Holding the opening ceremony (Opening without a speech in the conference hall and Ribbon cut only)
	Creating a booth for supplying mineral water and standard drinks (packets / cans) in sufficient numbers in different parts of the exhibition by supervision compliance with relevant sanitary protocols
	Equipping all toilets in public / office places to automatic valves

Areas / Sectors	Actions / Activities
Exhibition Center	Eliminate payment of entrance fees for parking in order to avoid any stops
	Activity of restaurant in accordance with the approved health protocols of the relevant union
	Issuance of identification card and examination of food distribution agents through a doctor and Red Crescent agents in the exhibition center
	Prevent any food from entering the exhibition site from outside
	Prevent from entering of any food from outside the exhibition site to inside
	Reopening of all toilets in the exhibition area In order to control the density of people during the preparation, holding and evacuation of booths and goods
	Continuous sanitizing of toilets
	Increasing the number of emptying of the main bins of the fairground and transfer to the central landfill
	Issuance of ID card for all agents service providers to the relevant subcontractors
	Obligation of all agents of service provider contractors to the contracting party to use mask and preferably gloves, face shield and protector
	Continuous sanitizing of equipment and supplies for cleaning / sanitizing services by the company contractor via anticipating the disinfection station and providing disinfection clothing for the relevant authorities
	Sanitizing of exhibition halls before starting the booth construction operation by preparing and supplying the necessary items
	Operation of conference halls only with respect to social distance and the organizers and guests should use the mask (Maximum guests up to 50% of the hall capacity)
Sanitizing of barrows And means of transporting goods By developing a schedule	

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Organizers	Significant the instructions for observing the sanitary protocols to the participants and make a commitment to implement the provisions of the protocol at the time of registration
	Compilation and communication of daily checklist for compliance with the provisions of sanitary protocols by exhibitors and other executive agents separately, in three periods of preparation, holding and evacuation exhibition halls
	Compilation and signification of the checklist for observing the protocol in order to create the possibility of self-control by the booth manager or the possibility of downloading from the site of the organizer with the supervision of the organizer
	supervising the traffic of visitors in order to observe the social distance inside the hall
	Anticipation of creating sanitizing stations inside the hall in proportion to the size of the hall
	Installation of signposts on the floor or ceiling of exhibition halls
	Observance of all health protocols in the exhibition administrative office
	Design and implementation of virtual protocol training sessions
	Send messages via SMS or virtual channel of the relevant exhibition and Send care alerts and control actions based on pre-checklist - during the exhibition evacuation period
	Management of sanitary protocols regarding the opening ceremony and special visits of officials with respect to social distance
	Broadcasting warning messages through the indoor audio system stating based on not stopping for a long time in the booth and the main corridors and observe the social distance in visits and negotiations
	Selection and appreciation of the top exhibitors in compliance with the sanitary protocol