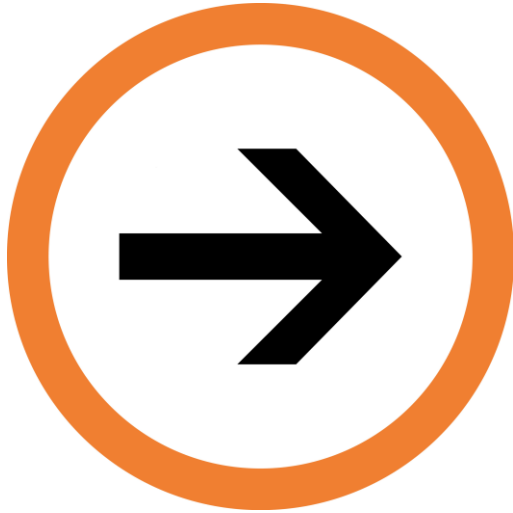


ALL COMMITTED TO STOP PANDEMICS



SANITARY GUIDELINES GL EVENTS VENUES

Measures implemented in our venues for
hosting your events

June 2020



BRINGING PEOPLE TOGETHER AGAIN

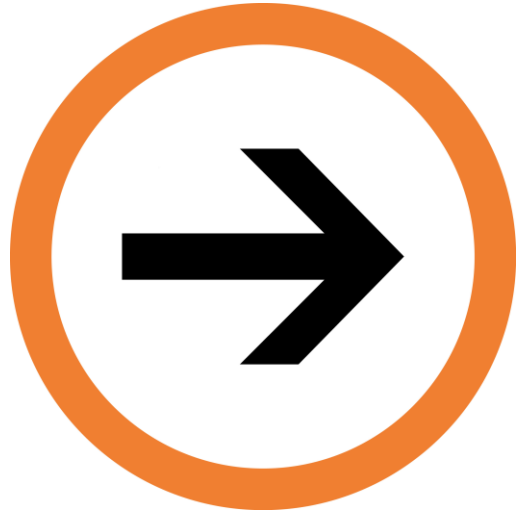


We have implemented reinforced measures and procedures adapted to the specific conditions related to the sanitary crisis Covid-19.

Our primary concern: ensure your events can be organised and your visitors, exhibitors and delegates can be accommodated in our venues with the best possible hygiene and health security.

Therefore, GL events established « Sanitary guidelines » applied to 50 venues managed by the company, comprising 3 aspects:

1. Adapting our venues
2. Reinforced measures during your events
3. Process management in each venue



1 – ADAPTING OUR VENUES

For our employees and our sub-contractors

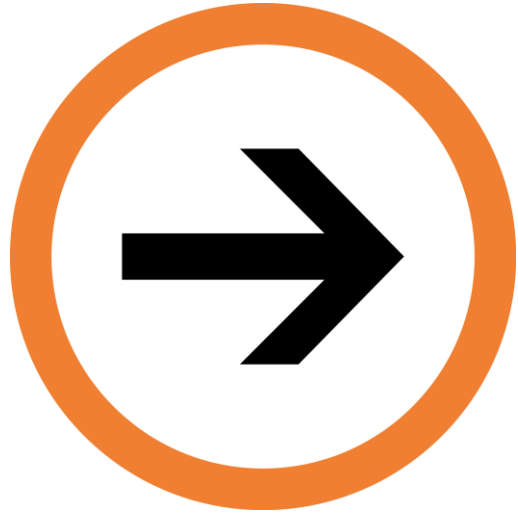
- All on-site staff wears face masks at all times
- Training about health and safety standards and shielding
- Permanent control of sanitary measures application



1 – ADAPTING OUR VENUES

In our facilities

- Visible signage of health security measures and instructions
- In-depth disinfection protocols and increased cleaning frequency
- Potentially infectious waste management: in particular masks, gloves, single-use tissues...(specific containers and collection itinerary)
- Increased control and frequency of ventilation/air-conditioning/heating filters cleaning and maintenance
- Signage implementation aiming to ease walking flow within a venue



1 – ADAPTING OUR VENUES

New in-coming and out-going traffic management to ensure social distancing

- Delivery coordination for each player (suppliers, organisers, exhibitors)
- Reorganisation of the conference rooms and lobbies: lay-out in compliance with social distancing
- Definition and signs in each venue/hall/room showing maximum authorised capacity *
- Reduce the maximum number of people per m² in our welcome areas for fairs/trade shows/exhibitions*

2. REINFORCED MEASURES DURING YOUR EVENTS

BEFORE OPENING

- Check-list with all the measures to be implemented before opening an event to the public
- Assessment of the event health risks

SHIELDING MEASURES

- **Face masks must be worn by employees and service providers** during an event
- **Adapted equipment** (sanitiser gel, face mask) for all our employees and service providers
- **Masks are highly recommended for the public** (final decision by the organiser) **and are provided** if needed
- **Hand sanitiser gel dispensers** at reception and strategic points on the visitor path

REINFORCED HYGIENE MEASURES

- **Increased cleaning and disinfection in the contact areas:** reception, toilets, lifts, handrails for stairs/lifts, door handles, reception and information desks...
- **Increased cleaning in the conference rooms:** furniture, equipment...
- **Infectious waste treatment**
- **Ventilation of spaces**

PHYSICAL DISTANCING AND FLOW CONTROL

- **Reduce physical touching points** : namely reception areas, delivery zones, taxi waiting areas, security control, parking
- **Counting and flow monitoring systems** : entrance counting and/or real-time calculation in each specific area
- **Limit high traffic gathering spaces with the adapted material**
- **Prioritise permanently open doors if possible**

VISIBLE COMMUNICATION

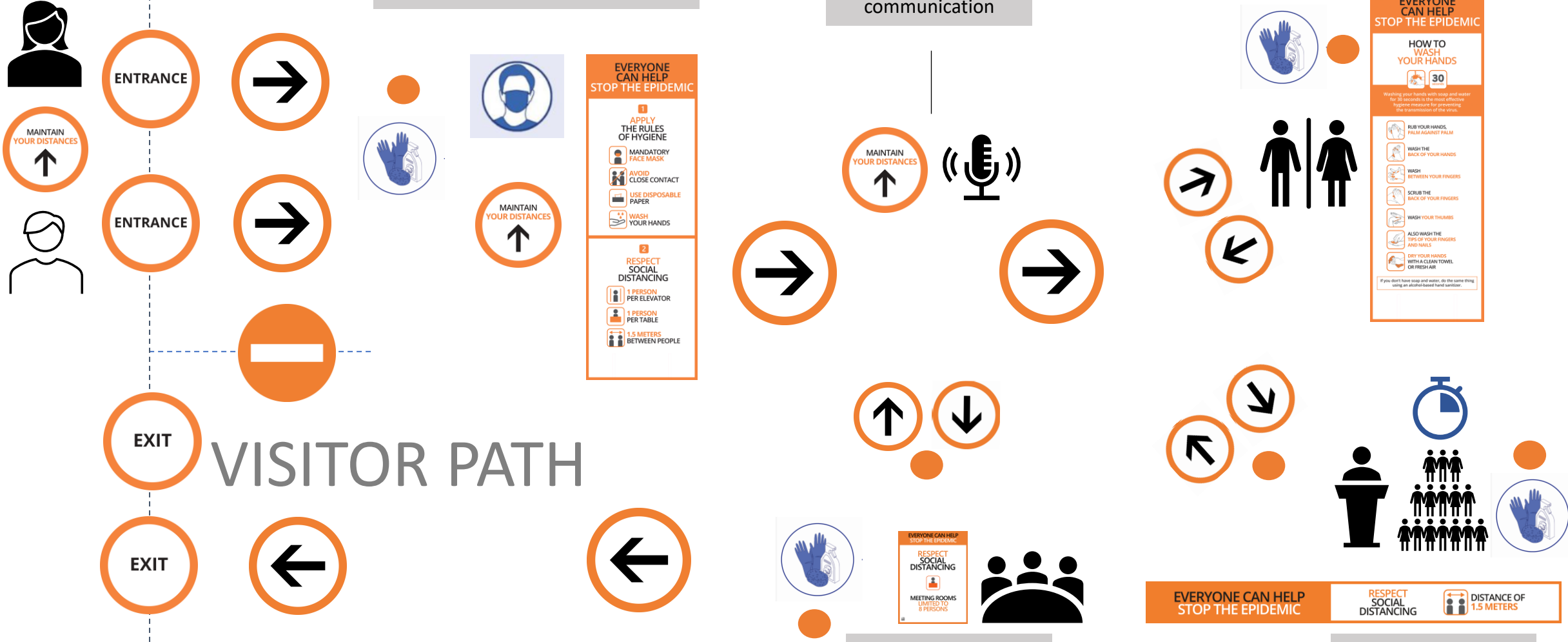
- **One-way path** using floor markings and suitably high signage
- **Floor markings in waiting areas to guarantee social distancing**
- **Shielding and sanitary guidelines signage**
- **Audio-video communication on shielding and preventive practices**
- **Additional markings in strategic locations:** toilets, cash desks, entrances and exits, sanitiser gel distribution, catering areas, etc. **in order to optimise flows and reduce waiting time**

Dedicated doors
Differentiated entrances
and exits

Shielding signage
Recommendation to wear masks
Masks available if needed

Directional signage
Audio and digital
communication

Safety instructions
signage



VISITOR PATH

EVERYONE CAN HELP STOP THE EPIDEMIC

1 APPLY THE RULES OF HYGIENE

- MANDATORY FACE MASK
- AVOID CLOSE CONTACT
- USE DISPOSABLE PAPER
- WASH YOUR HANDS

2 RESPECT SOCIAL DISTANCING

- 1 PERSON PER ELEVATOR
- 1 PERSON PER TABLE
- 1.5 METERS BETWEEN PEOPLE

EVERYONE CAN HELP STOP THE EPIDEMIC

HOW TO WASH YOUR HANDS

30

Washing your hands with soap and water for 30 seconds is the most effective hygiene measure for preventing the transmission of the virus.

- RUB YOUR HANDS PALM AGAINST PALM
- WASH THE BACK OF YOUR HANDS
- WASH BETWEEN YOUR FINGERS
- SCRUB THE BACK OF YOUR FINGERS
- WASH YOUR THUMBS
- ALSO WASH THE TIPS OF YOUR FINGERS AND NAILS
- DRY YOUR HANDS WITH A CLEAN TOWEL OR FRESH AIR

If you don't have soap and water, do the same thing using an alcohol-based hand sanitizer.

EVERYONE CAN HELP STOP THE EPIDEMIC

RESPECT SOCIAL DISTANCING

MEETING ROOMS LIMITED TO 8 PERSONS

EVERYONE CAN HELP STOP THE EPIDEMIC

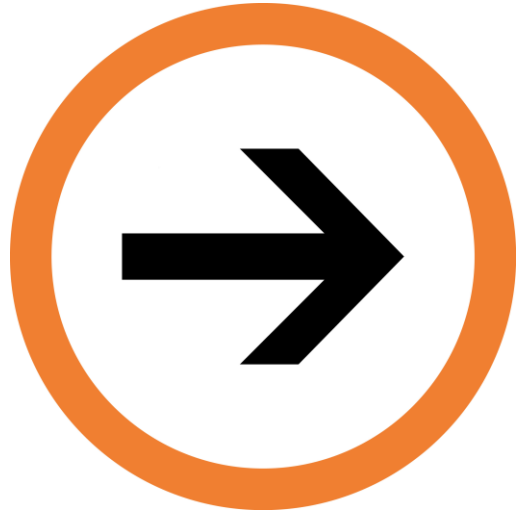
RESPECT SOCIAL DISTANCING

DISTANCE OF 1.5 METERS

- Hydroalcoholic gel dispensers
- Increased cleaning

- Signage indicating maximum room capacity
- Distancing reminder Calculation per zone

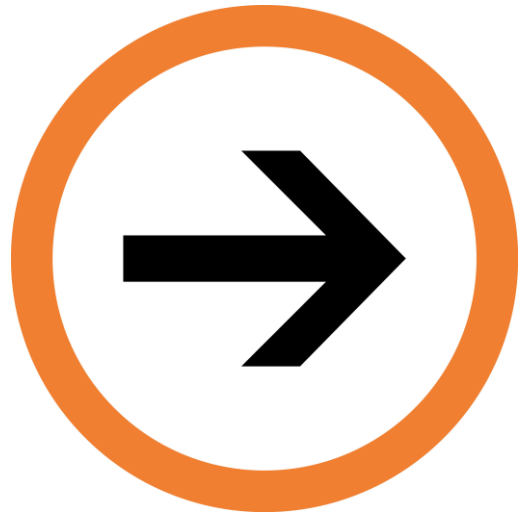




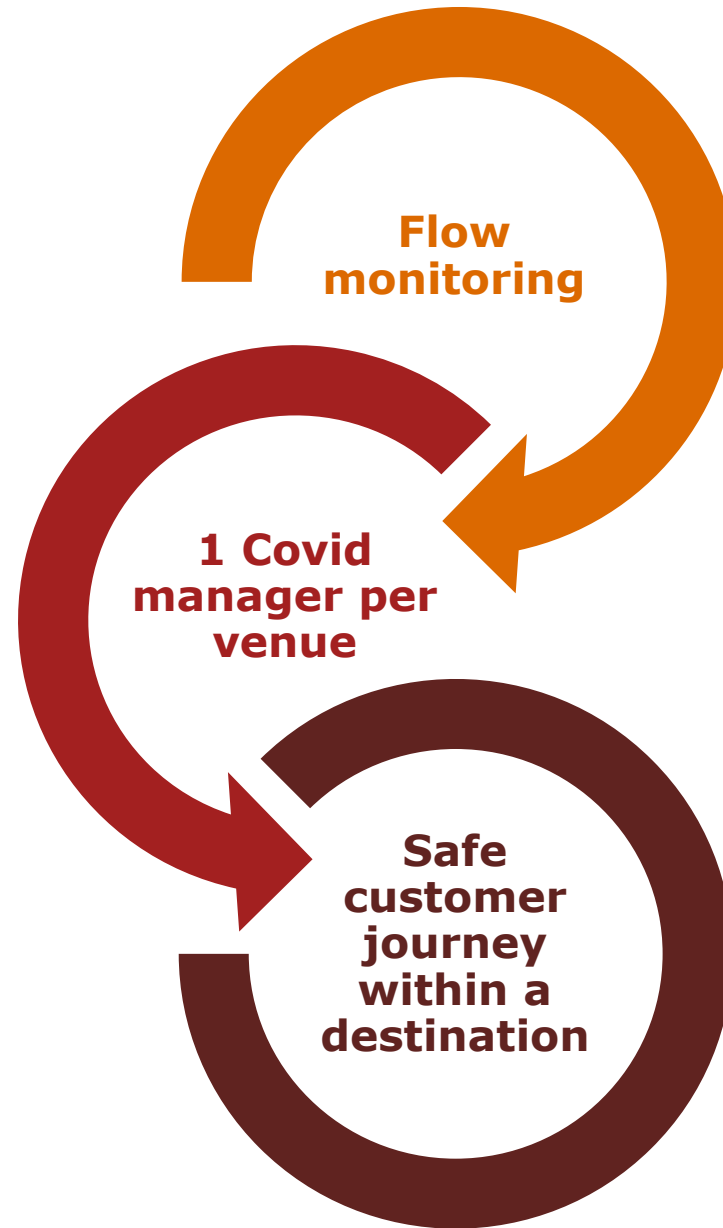
2. REINFORCED MEASURES DURING YOUR EVENTS

ZOOM ON CATERING

- Adapting Food & Beverage offers: on-line order, virtual line, lunch-boxes to take away, etc.
- Redesigning catering areas: more distance between tables, fewer seatings per table, extending the area if possible
- Contactless payment solutions
- New production processes for our staff and sub-contractors:
 - Ban of all raw products (except for fruits and vegetable)
 - Heat food to a minimum 70°C on the surface (T° of virus destruction)



3. PROCESS MANAGEMENT



Equipping each venue with the necessary material to ensure that the maximum capacity is compliant with the health protocols

Contact person for prefectures, regional health bodies and authorities.
Responsible for compliance with health and safety measures for each organised or hosted event

Working with all hospitality partners to ensure a « safe pathway » : train stations, airports, transport, taxis, hotels, restaurants, museums, care facilities



Futhermore,
we can define
together **tailored
specific measures**
to meet your
expectations

- **Registration desks distancing:**
Installation of plexiglass panels on reception desks
- **Availability of isolation areas:**
In case of symptoms suspicion during the set-up, break-down and event
- **Temperature screening at registration**
- **On-line ticketing and digital registration via smartphone**
- **Production and on-line broadcasting solutions for your events**
Specific offers to produce and broadcast events on-line. Hybride solutions to compensate decreased attendance and involve participants on-line.

BRINGING PEOPLE TOGETHER AGAIN

We are ready!

We are accountable.

We are looking forward to
welcoming you again!

gl-events.com

