



ERIE  
PROMOTIONS  
& EXPOS INC.



# 2020/21 Health & Safety Manual

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## Guiding Principles

Erie Promotions & Expos has produced a multitude of consumer trade shows and special events throughout the past 35 years in Pennsylvania, New York and Ohio. We have built our reputation by working with our vendors and partners before, during and after every event to offer quality consumer shows for our communities. During these trying times that fact does not change.

In our efforts to prepare for the upcoming show season and acknowledge the challenges presented by COVID-19, we have been working hard to implement the recommendations provided by our health officials; federal, state and local governments, in addition to the Centers for Disease Control and Prevention (CDC) while utilizing our strategic alliances with marketing partners to communicate with everyone that helps to make our shows successful.

We do not take any of our responsibilities as host lightly, and we understand how important our events are to each of the communities who gather together including our Outdoor Enthusiasts, Home Renovators, Crafters, Wine Tasters and Cosplayers. In this show season, we have a further commitment to protect every participant from the possible spread of COVID-19, and we all have a role to play in protecting one another. This Health and Safety Manual outlines the extensive measures we will put in place to limit the potential threat of exposure. As health guidelines and scientific recommendations evolve, this document will too. Our hope is to develop the most comprehensive health safety protocols possible for other professionals in our industry, and communities that help to give our shows life.

### Our Goal

Produce the highest quality consumer shows in the Tri-State area for all of our vendors, partners and attendees, while remaining dedicated to supporting the local communities in which our events are held.

## Facilitating Distance & Safety

- Our floor plans have been modified to offer wider aisles, additional spacing for our vendor's booth spaces and an increase in hand sanitizing stations.
- One-way entrances and exits will be clearly marked to ensure the correct foot traffic is traveling through each.
- Visual ground markers will be used throughout the show to help maintain proper spacing from vendors and other attendees in high traffic areas i.e. sanitizing stations, entrances, concessions etc.
- Gatherings in workshop spaces & DIY clinic areas will be eliminated or severely limited to allow proper physical distancing.
- Signage will be placed in strategic areas throughout the show giving proper warnings, instructions, procedure illustrations and entrance/exit locations.

**Guest Safety Guidelines:** The following measures have been put in place for our upcoming shows. As state and federal guidelines are defined, we will continue to update this list.

*Touchless Box Office: (IF MANDATED AND CAPACITY RESTRICTIONS EXSIST)*

- All attendees will be required to purchase day-specific ticket online in advance.
- A limited number of tickets will be available for each day of the shows.
- Once the maximum capacity has been reached for any given day, you will be invited to select a different day to attend the show.
- Show promoters will utilize on-site attendee tracking software to maintain a real-time count of everyone in the show space at any given time to ensure our compliance with the prescribed capacities.

*Pre-Show Screening:*

- Every show will have an abundance of clearly posted signage asking health questions. If any attendee is experiencing any of the symptoms outlined on the signage, we would like to thank you in advance for not entering the show space.

*Personal Protection Equipment: (IF MANDATED BY LOCAL AND STATE AUTHORITIES)*

- Everyone must wear a face covering at all times. *(Face coverings are not mandated at this time but are recommended.)*
- Allowable coverings include a plastic shield, cloth mask or approved face covering which covers your mouth and nose.
- Anyone failing to do so will be asked by staff to wear the covering properly or leave the show.

*Distancing Etiquette: 6 feet minimum between non-related parties:*

- Throughout the duration of the show, we recommend every attendee keep a minimum of 6 feet between themselves and others.
- Family members & friends who have been together throughout the pandemic will be allowed to travel throughout the show together.

*Show Closing & Nightly Cleaning:*

- Vendors are encouraged to leave as soon as possible after their booth cleaning and disinfection.
- Increased event staffing to implement increased cleaning and disinfection of surfaces throughout the show & restrooms
- We will not be hosting any special after-hour events to ensure adequate time for nightly deep cleaning.

*No Dogs:*

- Only animals that are an active part of the event or service animals are permitted to be at our shows.
- For those that have to travel with their dogs; the owners will need to complete and sign a liability waiver.

## Event Guidelines & Procedures

### (If Mandated)

*Personal Protection:* All participants in our shows and entering the show grounds will be required to wear personal protection equipment (PPE) as prescribed by CDC and Health Department regulations. As a private event anticipating sizable gathering of participants, the guidelines dictate the wearing of face coverings throughout the entire duration of the show, even if individuals aren't experiencing any symptoms. If any participant chooses not to wear a mask or face covering, they will not be permitted access nor issued a refund for their previously purchased ticket.

*Cleaning & Disinfection:* Show producers and show grounds staff will undertake deep cleaning before, during and after each day of the show to ensure the highest standards of hygiene and cleanliness. This includes complete overnight decontamination with disinfecting sprays, and continuous high-touch surface cleaning throughout the show days.

Our event staff will also incorporate additional hand sanitizing stations throughout the event space, encouraging all participants to regularly sanitize their hands. An abundant use of prominent signage throughout the show will stress the importance of regular hand washing, sanitizing and minimizing face touching.

*Physical Distancing and Contact:* Attendance each day will be limited in order to maintain safe separation of guests. A number of day-specific tickets will be sold online in advance of our shows. Once a day reaches its maximum ticket allotment, guests will be invited to select a different day to attend.

Guests in line at all entrances will be properly spaced using visual ground markers every six feet, in addition to other distancing signage. The only exceptions are family members who have been living together throughout the pandemic.

## Show Contractor Expectations

### Exhibitor Safety Expectations

- All exhibiting staff will read, sign and adhere to *Erie Promotions & Expos, Inc. Safe Event Guide for Vendors*
- Set up booth cleaning schedules
- Familiarize your staff with the relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel.
- Develop a plan to conduct daily health checks for staff (e.g., temperature screening and/or symptom checking.)
- Designate a staff person responsible for responding to all COVID-19 related situations and concerns prior to, during and after the show. Make sure the staff attending the show knows how to contact this person.
- Develop a plan to allow for social distancing before, during, and after the event (e.g., providing physical barriers during the event and staggering event load-in/out times.)
- Distancing etiquette: 6 feet are required for non-family members.

- All booth spaces should be equipped with hand sanitizer.
- Maintain open sides to vendor booths.
- Deep clean all exhibitor areas prior to show start each day.

### **Workshop Instructors and Seminar Expectations**

- Enforce the use of Personal Protection Equipment: Face coverings are required. (If Mandated)
- Tables and chairs within the Seminar space will be disinfected after each session.
- Seminar, Workshop and DIY clinic sizes will be restricted to adhere to the policies of our hosting state and facility.
- Hand sanitizing stations will be available.

### **Outside Contractor Expectations**

- All outside contractors must submit their employee COVID-19 safety protocols prior to show opening and follow show guidelines.
- Load-in and move-out crews must wear approved face coverings, adhere to show guidelines, clear all personnel and equipment from the grounds prior to show opening. (If Mandated)
- Specific instructions and schedules for additional show cleaning contracts must be submitted prior to show opening. All employees must follow show guidelines.
- We require a signed agreement to abide by *Erie Promotions & Expos, Inc. Safe Event Guide for Vendors*.
- Concessions will work to employ the highest standard of food safety, and increase the availability of pre-packaged food options with disposable pre-packaged utensils. Capacities will be restricted to adhere to the prescribed state regulations, social distancing will be maintained by using floor markings and relevant signage.

## **Conclusion**

We are confident that our events will be safe and productive for all if everyone accepts their responsibility to help protect others, follow the guidelines, and take it upon themselves to wash hands and clean common surfaces often throughout the show. We understand how important these shows are to our host communities and the people who support our exhibitors. We are doing everything in our power to anticipate and address every possible contingency to keep participants safe. All protocols, regulations, and guidelines recommended by health organizations will be enforced. Every participant is expected to comply, and we appreciate your willingness to help.

**Erie Promotions & Expos, Inc.**  
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