



Driving Transformation

Shaping the Future

Airmic Conference 2021 – 5 - 6 October

EXHIBITOR GUIDANCE

ISSUE	GUIDANCE
Serving drinks from stands	Alcoholic drinks should not be served on stands. Non-alcoholic drinks should be served in bio-degradable individual containers.
On-stand catering	Food, (including wrapped food such as sweets) should not be provided.
Crowd control at stands	Exhibitors will be responsible for ensuring that no large crowds of visitors gather. Avoid presentations, which might attract a crowd. If crowds do gather, exhibitors should ask some to come back later. If there are concerns, the exhibitor should contact a member of the Airmic team or a steward. Exhibitors should not conduct discussions within the exhibition aisles, and should conduct discussions on their stand, within designated areas.
Exhibitor badges	Exhibitor badges will be available from the first opening set up day. Exhibitors are responsible for ensuring Airmic has the names of stand attendees at least seven days in advance to allow badge preparation. Changes on the day cannot be guaranteed.
Stand cleaning	Extra cleaning during the day will be the responsibility of the exhibitor.
Face Coverings	The exhibitor should have a supply of individually wrapped face coverings and hand sanitiser for anyone on their stand and ensure it is used correctly.
Provision of advertising materials or promotional items	Wherever possible, exhibitors should provide digital contacts for those visiting their stand. Avoid giving out flyers/brochures/ business cards/promotional items.
Receiving of business cards	Data on business cards should be collected via barcode scanners. Scanners can be ordered by completing a form within the exhibition manual.
Covid-19 management	<p>Exhibitors are responsible for any member of their team who shows symptoms or suspects infection and for taking the appropriate action.</p> <p>If an attendee develops any Covid-19 symptoms whilst on the stand, they shall inform the management on the stand and Airmic immediately and leave the venue to return to their place of residence as soon as possible.</p>