



EXHIBITOR & SPONSOR ACTIVATION COVID REQUIREMENTS

GTR Events & Definitive Events

V0.2 – 7/12/2021

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1. SCOPE OF REPORT

This document has been developed by GTR Events for the purpose of ensuring all exhibitors and sponsor activations within our closed venue events, are assessing, mitigating, and minimising the risk of infection transmission in reference to the Covid-19 pandemic. This document is to be applied in conjunction with specific government restrictions, at the time of the event delivery. Some mitigations are to be assumed to adjust in line with government guidelines at that time.

This event falls within the closed venue category, meaning the venue has designated entry and exit points where the event organiser can control who is attending the venue. Separate rules apply to open venue events, where the event is held in a location that has no defined entry and exit points, meaning the event organisers are unable to control who is attending the event.

Contents within this document is referring to closed venue event spaces only.

2. EVENT ORGANISERS RESPONSIBILITY

2.1. COVID SAFE PLAN

The event itself will operate under the GTR Events Covid Safe Plan, that has been developed in line with the government guidelines at the time of the event.

2.2. CHECK-IN

The Event Organisers are responsible for processing participants, spectators and partons as they enter the event space, as per government guidelines at the time of the event. This process may include:

- Check-in via QR Code;
- Vaccination status check; and
- ID check

2.3. VENUE

2.3.1. SIGNAGE

The Event Organisers are responsible for producing and displaying Covid safe messaging through the venue, as communicated through the events Covid Safe Plan.

2.3.2. HYGIENE

The Event Organisers are responsible for ensuring hygiene measures are kept to a high standard, as communicated through the events Covid Safe Plan. This may include:

- Hand sanitiser distributed throughout the venue;
- Ensuring high touch surfaces are cleaned regularly;
- Training for staff, volunteers and contractors in appropriate personal health and personal hygiene; and
- Reducing or removing points of interaction between staff, contractors, volunteers, and participants.

3. EXHIBITORS AND SPONSORS RESPONSIBILITY

Companies exhibiting or activating a space within the events venue are responsible for their own areas.

3.1. CHECK-IN

Although companies exhibiting or activating a space within the events venue are responsible for their own areas, they are NOT required to screen, trace, record or check the vaccination status of those who visit their space.

Since the venue is closed to the general public and has a managed entry point, it is the Event Organisers responsibility to gather and manage this information.

Covid safe plan

The Victorian government states that “It is mandatory for every Victorian business with on-site operations to have a COVID Safe Plan”, this includes on-site operations within an event venue.

Companies exhibiting or activating a space within the events venue, must have an up-to-date Covid Safe Plan in line with government guidelines at the time of the event.

3.2. MINIMUM STANDARDS

As a minimum standard, Exhibitors and Sponsors are responsible for providing the following:

- Hand Sanitiser for public use within their occupied space
- Cleaning products to frequently clean high touch points, within their occupied space

As a minimum standard, Exhibitors and Sponsors are responsible for executing the following tasks within their occupied space:

- Display hand sanitiser to the public at all times
- Regularly clean high touch points
- Monitor and manage social distancing, where and when required
- Provide sufficient space for queueing, to allow for social distancing
- Ensure staff hygiene measures are kept to a high standard