Dear Exhibitors

August 25, 2020

【Please Cooperate with Exhibition Guidelines】

The exhibition will be held following the guidelines of Japan Exhibition Association and various measures will be taken to prevent the spread of infection. All exhibitors shall comply with the guidelines at your booth.

1. Daily Monitoring of Body Temperature and Health Conditions of All Staff
   We ask following persons to refrain from participating.
   - Have a fever of 37.5°C or more or feel unwell including loss of smell and taste.
   - Those who have had close contact with a person who is positive for the Covid-19 infection.
   - Those who have stayed in a country or region within 14 days which Japanese Government impose the travel restrictions including entry denial or mandatory quarantine after their arrival in Japan, and those who have close contacts with them.

2. Measures to Prevent from Splash Infections and Contact Infections
   - Please make sure your staff wear masks all time, wash and disinfect their hands frequently.
   - Regular disinfection of frequently-touched areas and surfaces (i.e. displayed products, tables, chairs, tablets, touch panels)
   - Refrain from talking loudly or yelling out at the exhibition
   - Introduce transparent partitions like acrylic plates and vinyl curtains if necessary.
   - For dust such as masks, face shields, gloves that may contain viruses, put them in a plastic bag, seal, and ask a cleaning company for disposal or dispose of them in the place designated by the organizer.
     *The disposal area will be informed during the move-in period.
   - Please reduce the size of the wrap up party after the exhibition and/or hold it at a restaurant that is taking infection control measures. Drinking alcohol is prohibited in the exhibition hall.

3. Avoid Congestion in Your Booth
   - Please ensure that your booth design has more space to minimize the risk of people crowding in small space.
   - Please make appointments in advance to avoid business meetings concentrating at once.
   - Please devise the layout and schedule for seminars and demonstrations in your booth to avoid people crowding in small space.

4. Make a List of Booth Staff and Visitors by Day
   - Staff from your company who attend your booth as well as those from subcontractors who come to your booth.
   - Visitors who your booth staff talk to directly and, if possible, those who just drop by at your booth.

5. Infection Prevention Measures for Food and Drink Tasting
   - Apply to the health center and follow their instructions.
   - Staff providing tasting should wear gloves and masks.
   - Please use disposable tableware and dispose of trash in sealed bags to prevent infection.
   - Staff are encouraged to wear a face shield because visitors pull off their masks when they taste.

6. Ensure that all booth personnel have Contact Confirmation App (COCOA) installed