

# CONTRACTOR GUIDELINES OVERVIEW 2021

## PROTOCOL FOR CONTRACTORS

- All vendors/contractors/suppliers are requested to only send healthy staff to work.
- Before departure to DWTC, all vendors/contractors/suppliers are requested to debrief their staff about strict adherence to guidelines for accessing the venue/locations/zones.
- All staff must be aware of safety measures and follow social distancing guidelines at all times.
- All staff are requested to look after their personal hygiene and make themselves aware of the COVID-19 safety guidelines.
- Any person(s) found with symptoms of COVID-19 while entering the venue (DWTC) will be refused access and the Venue Security and EMS teams will advise on the next action.
- Contractors should ensure that the correct social distancing stickers and COVID-19 signage are incorporated into the stand design. Maximum capacity signage is also required to be displayed on the stand along with clear acrylic shields at all reception desks. Reception desks need to be set back 1m from the aisle if the stand has more than 4m depth.
- NO access to halls will be given without a contractors badge, PPE badge and wearing the correct PPE.
- As part of government guidelines, all material entering the venue is required to be sanitised prior to accessing the yards. Please contact your organiser to clarify this process. Failure to comply with this will result in delays in entering the service yard.
- All standbuilders need to revise working practices to bring pre-fabricated stands to assemble rather than build on site. Sanding and painting should be limited to touch-ups and final finishing.



- Organisers/contractors should promote 'keep it simple' with their stand designs during COVID-19 times. Modular stands or basic custom build that is prefabricated should be used where possible, to establish the safest possible environment with limited manpower and time. There will be no opportunity to work past 10pm on the last night of build-up.
- For build-up, contractors will be given a scheduled time to be at Al Warsan holding area based on their stand size and design.
- Contractor vehicles and access may be scheduled by the organisers (as deemed necessary) to ensure contractors can build and break-down their stands whilst maintaining social distancing.
- Contractors must ensure that the stand design can be completed within the allocated time with the limited permitted manpower.
- All contractors will be required to wear masks at all times. Gloves are optional as per government regulations.
- The manpower at stand will be determined by the organisers and the venue prior to tenancy. The manpower will be restricted to 1 person per 4sqm of floor space. Contractors must maintain social distancing throughout the build-up.
- Contractors will need to schedule their workforce to ensure that the maximum number per stand is not exceeded.
- Aisle carpets will need to be laid earlier than normal and all stand building materials must be kept off the aisles as much as possible.

- Contractors need to maintain social distancing during build-up, including at meal times.
- No communal water or meals can be supplied; only sealed water bottles and pre-packed meals with disposable cutlery are allowed.
- Hand sanitisers need to be readily available to all contractors and participants during build-up and break-down and should be provided by the contracting company.
- NO access will be provided to the halls after 10pm on the last day of build and this needs to be strictly adhered to. No late night or overnight work will be permitted as the remaining time is required for deep cleaning, sanitisation and fumigation of halls, before opening.
- Contractors badges will go through UV sanitisation process before they are issued at the contractor badge cabins. Social distancing stickers and Covid-19 guidelines will be in place to remind all contractors of the strict rules to follow.



## OPENING MORNING

- There will be strictly no access to contractors on the opening morning, except for 'stand by' electrical, AV/light technicians and project managers. No building construction work, graphic replacement, or touch-ups can be done at this time.
- A maximum of 2 stand contractors will be permitted per stand unless agreed prior to the event with the event organisers. A DWTC contractors badge and a organisers numbered standby badge will be required during this time for access.
- Stand cleaning can only be done during the event period by DWTC housekeeping staff booked through EventPlus.
- Official contractors will only be permitted with a DWTC Contractors badge and a numbered official badge with the contracting company's name on it. Random checks will be carried out to ensure official contractors are not passing badges to other contractors.
- Any event build that is not complete or requiring changes will need to obtain special permission from the organiser and DWTC to carry out pending work after the show closes on the first day.

## BREAK-DOWN

- Contractors with vehicles above 3.5 tons will not be permitted into Al Warsan until after midnight (unless the tenancy dictates otherwise) and should arrive only 2 hours before their stand is dismantled. Limited numbers will be permitted in Al Warsan during this time.
- All social distancing regulations must be observed.
- All waste materials need to be removed offsite by the contractors.

