

A PAMERINDO INDONESIA TRADE EVENT

**MANUFACTURING  
INDONESIA**

A PAMERINDO INDONESIA TRADE EVENT

**MACHINE TOOL  
INDONESIA**



Hybrid Edition, 30 November - 3 December 2022  
Jakarta International Expo, Kemayoran - Indonesia

# Exhibitor Guide 2022

## Preparing for Pamerindo Events

*Your Safety is Our Utmost Concern*

PAMERINDO INDONESIA  
**INDONESIA**  
International Specialised Exhibitions



informa markets

**Pamerindo Indonesia - Informa AllSecure** is our approach to enhanced health and safety standards at our events following COVID-19. As part of Informa Markets, we are committed to bring the best services to the industry.

Whether they are exhibitors, attendees, visitors, speakers or sponsors, our customers come to events to connect, learn, know more and do more business, effectively, safely and with confidence.

That's why we have collaborated and coordinated with our industry association partners including ASPERAPI (IECA - Indonesian Exhibition Companies Association), venue partners, suppliers and contractors; as well as with a range of health, government and local authorities, to develop the **AllSecure** best practice guidelines and standards that raise the bar on delivering safe, hygienic, productive and high-quality organised event experiences.



The **AllSecure** standard is now being adopted by key stakeholders in the Informa's events industry worldwide and will continue to be updated as new ideas emerge.

This booklet details **Pamerindo Indonesia AllSecure**, the adoption of the industry-wide standard for our business, including a commitment to ten key priorities across all Informa's events, as well as the fuller range of standards and recommendations that will be followed at our events wherever applicable and possible.

In a post-COVID-19 environment, all Pamerindo Indonesia events will continue to prioritise the health and safety of Colleagues and Customers and, in the first instance, will be run in accordance with official government and local authority guidance, as well as any venue or location-specific regulations.

**Informa AllSecure** adds a further layer of best practice standards and guidelines. This comprehensive set of enhanced measures has been designed to provide Colleagues and Customers with confidence that at any Informa event around the world, from an international exhibition to a local conference, we are striving to provide the highest standards of safety, hygiene, cleanliness and quality.

# AllSecure 10 Key Commitments



## Cleaning & Hygiene



### 1. Enhanced cleaning

All Pamerindo - Informa events will undertake enhanced, deep cleaning before, during and after our events, working with venue partners to ensure the highest standards of hygiene and cleanliness. This includes continuous sanitisation throughout the course of an event, with a focus on high-touch areas such as door handles, restrooms and food and beverage areas.



### 2. Personal hygiene

All Pamerindo - Informa events will provide additional hand washing facilities and hand sanitising stations throughout the event space, encouraging all participants to regularly wash and disinfect their hands.

## Physical Distancing



### 3. Non-contact registration

All Pamerindo - Informa events will employ a system that facilitates non-contact registration for participants, including the availability of online registration.



### 4. Physical contact

All Pamerindo - Informa events will request that participants avoid physical contact, such as handshakes and embraces, promoting alternative ways to greet business partners. The exchange of printed materials, such as business cards and sales brochures, will also be discouraged, with digital alternatives recommended.



### 5. Physical distancing

All Pamerindo - Informa events will maintain a density of participants in line with local authority regulations and venue or other relevant guidance. This will be managed through one or more control measures such as pre-show communications to participants, a one-way traffic system around show floors, staggered entry times, on-site signage and floor markings and on-site social distance ambassadors. Following the current standard from ASPERAPI and the Ministry of Tourism regarding Cleanliness, Health & Safety (CHSE), all of our events will apply a minimum 3 metres aisle width and 1 m physical distancing in between each person.



### 6. Food and beverage stations

All Pamerindo - Informa event teams will work closely with venue partners to employ the highest standard of food safety, minimising self-service buffets in favour of pre-packaged food options. If any queuing is anticipated, social distancing will be maintained through the use of floor markings and relevant signage.

## Protect & Detect



### 7. Personal Protective Equipment (PPE)

Participants at all Pamerindo - Informa events will be asked to wear a face mask on entry. Further items of PPE, such as gloves and eye screens, will be used by participants and staff if appropriate, in line with local government and health authority advice.



### 8. First aid

All Pamerindo - Informa events will have access to a qualified first aider and a separate quarantine area if possible. Participants will be asked not to attend if they are feeling unwell, and teams will follow local health authority guidance on detecting and managing anyone who displays symptoms of COVID-19.



### 9. Screening

All Pamerindo - Informa events will follow relevant health authority guidance on screening participants. This may include checking the temperatures of everyone on entry, through thermal scanning or other screening processes.



### 10. Trace and contact

Should it be necessary, all Pamerindo- Informa events will work with local authorities to trace and contact participants at our events, subject to local privacy regulations.

For more information on the specific measures in place at Pamerindo Indonesian's show, contact the event team directly to: Kartina ([kartina@pamerindo.com](mailto:kartina@pamerindo.com)). Details will also be included in event materials on registration or booking.



# Key-actions for Pamerindo's Event 2022

- Overnight disinfection and increase cleaning on common areas
- Hand sanitisers on all Pamerindo - Informa owned areas
- Contactless registration, self- registration / personal mobile registration (QR code) Smart event technology for online brochures and contactless leads
- Crowd flow management
- Onsite signage to highlight social distancing and PPE use
- Additional protective measures / barriers for registration,
- Hotline number - We will be providing a hotline number that can be contacted during the show days.
- Health screening at entry points and medical planning

## Recommendations for Exhibitors at Pamerindo's Events 2022

We recommend that all exhibitors view these principles as the current level of precautions and recognise that these additional hygiene, distancing, and protection measures may be adjusted to provide the optimal customer experience.

- Plan stand layout to factor physical distancing requirements
- Organise the customer flow to manage the overall experience
- Working together to ensure health and safety

We are constantly monitoring the situation and will follow local government and authorities guidance in consultation with our venues.

## What to do before the Show?

- Plan your trip – collect travel itinerary/details for all exhibiting staff
- Check any vulnerability group restrictions prior to assigning the onsite staff
- Pre-register prior to arrival
- Observe travel public health guidelines – at source and destination countries
- Stand staff must be briefed about social distancing, hand hygiene, use of PPE
- Consider the type of furniture surfaces – hard surfaces are easier to clean than material based



## Stand Design

- Keep your design simple and optimise the use of re-usable and/or knock-down/prefabricated materials, to maximise available open space and stand elements
- Stand layouts must satisfy hygiene, physical distancing and protection requirements
- Organise your stand with clearly displayed entry and exit points on and off stand, when possible
- Minimise physical touch points, physical products and shared equipment
- Schedule deliveries e.g. furniture and AV to minimise on stand capacity and activity, at any one point
- Reduce onsite capacity and activities, at any one point
- Avoid any enclosed spaces on your stand, intended for individuals e.g. meeting rooms, fitting rooms
- Consider all participants, including those with disabilities

## Custom Design (Space Only)

- All designs must be reusable
- Consider a stand perimeter in your layout to allow for physical distancing off the aisles
- Maximum stand height will be advised in the event's manual
- Double decker stands are only permitted up to 6m, when area beneath maintains adequate ventilation
- Stairways must allow two directional travel; or be controlled one-way traffic
- No enclosed meeting rooms allowed
- Ensure contractors are aware of the physical distancing requirements, hand hygiene and respiratory etiquette

## Stand Capacity

- The maximum number of individuals allowed on your stand, at any one point, will need to comply with local physical distancing requirements
- Balance the on-stand customer and exhibiting staff total capacity, at any one point during show days
- On-stand physical distancing must not supersede guidelines

For more information about AllSecure at Pamerindo's Events, please contact:

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