

Dear Exhibitor,

We look forward to welcoming you to our next event at DENBIES WINE ESTATE. In order to meet COVID-19 compliance guidelines please familiarise yourself with this document.

SHOPFEST falls under the category of 'Shops and branches'. For guidance for people who work in or run shops, branches, stores or similar environments visit:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

EXHIBITORS RISK ASSESSMENT (Template attached)

All exhibitors will need to fill out complete a COVID-19 risk assessment and return it to us at least one week prior to the event. This will encourage you to consider how to make your stall COVID-secure.

If you would like Guidance on filling out your Risk Assessment visit <https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

FACE COVERINGS

- Exhibitors and visitors must wear face coverings when inside the venue and event rooms.
- Exhibitors will be required to supply their own face coverings

To keep up to date with DENBIES WINE ESTATE policy on the wearing of face coverings in communal areas please visit <https://www.denbies.co.uk/covid-19-virus-information/>

For clarification on when to wear face covering please visit: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

SOCIAL DISTANCING

- Social distancing signage will be displayed on entry to and within all event rooms.
- One way systems will be operating in each event room and advisory signage will be on display.
- Tables will be placed with a 6ft space between each as a minimum.
- No children will be permitted behind exhibitor stalls at any time.
- No more than 2 people to attend per booking and only ONE person to be behind a table (table – not stall) at any time in order to maintain social distancing. Exhibitors may take shifts to cover the stall. If 2 individuals are attending we suggest on arrival that one person sets up whilst one unloads goods from your vehicle and vice versa at departure time.
- Arrival and departure times will be staggered and your allocated time slot will be sent to you a few days prior to the event.

- Exhibitors should social distance with customers at their stall as much as possible and encourage good social distancing practice. (2m or 1m with risk mitigation, where 2m is not viable)
- Do not to allow your stall to become crowded, we would suggest a maximum of 2 customers at any one time unless they are from the same household.
- If a 2 metre distance cannot be maintained then keep the activity time involved with your customer or anyone not from your household or bubble as short as possible. (this includes chatting with fellow stall holders and SHOPFEST team members.).

HAND SANITISER AND CLEANING:

Hand sanitiser stations will be at the entrance to each room along with directional signage.

- Exhibitors should limit the handling of goods on their stall and clean stock and stall regularly.
- Exhibitors should increase the frequency of handwashing
- Exhibitors are required to supply their own hand sanitiser. We suggest you have a supply for you own use and a separate supply on display for your customers to use. Consider using signage to ask your customers to use handsanitiser prior to touching your goods and only touch products they intend to buy.

Increased ventilation

Exhibitors need to be prepared for the ambient temperatures in event rooms and dress accordingly.

- Doors and windows will be left open for the duration
- Heating and air conditioning systems will not be in use

NHS Test and Trace

Exhibitors will be asked to provide the following information for each attendee:

- Name
- Contact number

Please advise us if you wish to opt out of supplying this information or do not want your information passed to NHS Test and Trace.

Full details at: <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Turning people with coronavirus symptoms away.

- All Exhibitors will be required (prior to and on arrival) to confirm they are free of Covid-19 Symptoms, should not be isolating and to the best of their knowledge have not been in direct contact of any one displaying symptoms of Covid-19 or isolating.
- If you have a persistent cough, a high temperature or a loss of sense of taste or smell, you should be isolating and MUST NOT attend.
- If you have recently returned from a country on the [quarantine list](#) you must not attend during your quarantine period.

- SHOPFEST reserve the right to turn away any of those falling into those listed above.

Disclaimer/Covid-19 rules

Warning - Risk of Covid-19

Covid-19, often referred to as coronavirus, is an infectious disease that can result in serious and potentially fatal illness. There is a risk of the transmission of Covid-19 in any environment where people come together. This risk increases in enclosed spaces and with increased numbers of people. The World Health Organisation has advised that the elderly and those with underlying medical conditions are more vulnerable.

Upon entering the event, you assume all risk associated with Covid-19 (

You also agree to:

- abide by all government guidance aimed at preventing the transmission of the virus (details of which can be accessed via the following link <https://www.gov.uk/coronavirus>); and
- follow all directions provided by the SHOPFEST team and set out in the signage within the venue.

You must not enter the venue if you believe that you may have been infected with Covid-19. Failure to comply with these measures shall entitle the venue to eject you from the event.

