

Event Operations Guidelines for Events – Safely Together

IMC and The Expo at World Market Center Las Vegas (The Expo at WMCLV) are taking all necessary steps to ensure the safety of your attendees during the COVID–19 outbreak. We have incorporated guidelines from the Centers for Disease Control, The World Health Organization, The Food & Drug Administration and The State of Nevada to provide you with the appropriate information and practices to conduct your event.

To reduce travel during the planning process we encourage electronic meetings with your Sales Manager, Event Operations Manager and Catering Manager through video conferencing. The Expo at WMCLV Staff will comply with Social Distancing Guidelines during all on-site site inspections. When an on-site inspection is not possible, our Sales and Event Operations team will accommodate a face time virtual walk through of the venue. It is recommended that all Social Distancing and Personal Protection Equipment (PPE) requirements are communicated to attendees prior to the event.

Registration

It is recommended that you implement a pre-registration process to reduce on-site lines. Consider staggering and assign on-site check-in times to reduce the time attendees would wait in line.

All Queuing lines will need to comply with appropriate distancing. To further enhance the health of attendees any registration counters or tables will need to have clear plexi-glass screens at your Registration / Check-in area. Facility entrances and exits will be separate to limit cross – traffic.

Event Management

What **Attendees** can expect upon arrival and during an event at The Expo at WMCLV:

- Building access points will be controlled to manage the flow of customers at entrances and exits.
- Attendees will need to be temperature screened as they enter the facility. The Expo at WMCLV currently has a contract in place with a company providing the necessary screening. Please consult with your Event Operations Manager on the fees associated with screeners as they will be required for all events, and are not included as a part of the License Agreement
- Touchless temperature checks, either by thermometer or thermal imaging equipment, will be administered upon entrance to the building.
- Personal Protective Equipment (PPE) must be properly worn by Attendees and guests at all times while in or about the facility. **Face Coverings / Masks must be worn at all times and must cover the nose and mouth of the wearer**, except when eating or drinking, provided physical distancing is observed. Masks may be reusable fabric variety or three-ply disposable masks. **Any individual not wearing a proper face covering will not be allowed into the building. It will be the event organizer’s responsibility to ensure this policy has been communicated to all guests prior to their arrival.** The Expo at WMCLV will not be providing face masks or any PPE to event Attendees and guests.
- Hand sanitizer stations will be located throughout the campus.
- Signage will be posted through-out the facility reminding attendees to Social Distance.
- All areas that require queue lines will need to be marked for Social Distancing.

- Entrances and Exits into meeting space will be separate where possible to eliminate cross – traffic.
- Meeting space will be set in with social distance requirements allowing 6’ separation between attendees.
 - Note: this will reduce the capacities. Your Event Operations Manager will work with you to produce event diagrams that will allow for maximum capacity under Social Distancing requirements.
- Everyone on campus will be requested to wash their hands thoroughly with soap for at least twenty (20) seconds approximately once per hour, and after using the restroom, coughing, sneezing, touching the face, blowing the nose, cleaning, smoking, eating, or drinking. The use of hand sanitizer is advised when washing is not practical.
- To expedite sanitation, linen will not be used as table covers in areas where quick turns or shared space is required.
- Meeting spaces will be sanitized after every use. Please allow sufficient time between sessions for this work to be completed.
- Access to rest rooms will be monitored to limit occupancy. Exits and Entrances will be separate when possible to eliminate cross traffic. Restrooms will be sanitized on a regular schedule throughout the day.

Trade Show – Exhibit Hall Component

The Covid-19 Pandemic has created numerous challenges for the trade show industry. The Expo at WMCLV suggest taking every possible precaution to make attendees and exhibitors safe. Exhibit Floorplans should be designed to incorporate any current guidelines recommended by The International Association of Exhibitions & Events (IAEE). Following are some considerations beyond the current Attendee criteria.

- Social distancing between exhibitors and attendees throughout:
 - physical separation or solid screens between booths
 - physical distance in booths where transactions occur by means of physical space or plexi-shields
 - posted signage for limiting booth occupancy
 - generate one-way aisles
 - Hand sanitizer stations
 - Remote entrances for entrance and exiting the exhibit hall to eliminate cross traffic
- Assign access times to exhibitors for move-in and move-out to reduce congestion at loading dock.
- Loading dock access will be limited to accommodate social distancing.
- Personal Protective Equipment (PPE) will be required in the loading dock area
- Hand sanitizer stations located throughout the exhibit hall

Coordination with your General Service Contractor is even more critical during this period as we adapt our operating procedures to employ constantly developing best practices to limit risks posed by the virus.

Food & Beverage

The Expo at WMCLV and our in-house caterer, Centerplate, have adopted protocols that address Food & Drug Administration and State and Local Health Department Guidelines to effectively and safely serve the public.

Food preparation and service will meet FDA and SNHD Protocols. These protocols and practices may change as we progress through the pandemic. The following protocols will apply:

- Food service employees undergo a daily health screening.
- All workers are required to wear Personal Protective Equipment (PPE).
- Buffet lines may not be self-serve, plated meals will be covered until consumed, prepared food will be wrapped.
- Plexi – Shields will be placed at all points of sale.
- Queue lines will be standardized to meet 6’ distancing
- Café seating will be arranged to comply with Social Distancing requirements

- Rooms set for meal functions will comply with logistic requirements mentioned previously for meeting room requirements.
- If linen is used for banquet tables, shared seating will be discouraged, and banquet linen will be changed out immediately following the catered event.
- The staff at The Expo at WMCLV have always been committed to making your event successful and we are equally committed to making it as safe as possible. Should you have any questions regarding any element relating to safe execution of your event please contact your Sales Manager or Event Operations Manager.

Floor Plans – Socially Distanced Layouts

Please contact your event Sales or Operations Manager for meeting room floor plans that incorporate social distancing requirements – increased distance between attendees/tables; less attendees per table; etc.

Staff

Our employees will be subject to all of the protocols listed above as they relate to screening, PPE (including gloves, where applicable), physical distancing, and hygiene.

Our Partners

All vendors that we partner with for daily or market operations will be required to adhere to the same standards as The Expo at WMCLV staff, but many may go even further with precautionary measures.

It will not be possible to entirely eliminate the risk that a tenant, employee or visitor will come into contact with the Coronavirus – or with someone who is carrying it – despite the measures outlined above. We believe, however, that the proper and consistent implementation of these protocols will make IMC's campuses as safe as can reasonably be achieved, and far safer than many of the other public environments that our stakeholders will encounter beyond our walls.