

## **FLOORING MARKETS SAFE VISIT INITIATIVE**

What we do and why we do it.

**Crowd Density Guidelines (CDG)** We will follow the Crowd Density Guidelines (CDG) in accordance with local regulatory guidance. By controlling the density, appropriate physical distancing can occur. Our ability to follow the Crowd Density Guidelines illustrates our commitment to prioritizing health and safety first while enabling successful interactions among our audiences.

How will this be done?

**Registration** - Through an increased use of technology and advanced planning, we are streamlining the entry and registration process by reducing queues and contact upon arrival to market. All attendees and exhibitors are required to pre-register in advance to minimize onsite contact at a number of touch points. Badges will be mailed in advance to both exhibitors and buyers to assist in eliminating crowds in the registration area and controlled entrance points. These efforts will allow our exhibitors and buyers to enjoy a safe and enhanced experience, both entering the Markets and on-site, so that their time is maximized for effectiveness.

**Staggered Admission** - Market opening hours have been extended to provide the ability to facilitate buyer attendance during a designated time slot, thereby evenly spreading the attendance and encouraging meeting times to be set in advance by exhibitors and buyers alike. By staggering admission and extending market hours, attendees can enjoy a safer and more seamless experience, and exhibitors can enjoy full, productive days throughout the event. Our buyers can plan their time in advance and have the option to reduce their costs and travel if desired. Predictable and traceable audience patterns also give us better insight into attendee flow, a key piece of feedback often expressed.

**Floor Planning** - We have designed our floor plans with larger aisle widths and assigned distancing traffic flow patterns for entrances and exits in order to achieve above the CDG. A prescribed flow through event venues helps visitors and exhibitors to safely maintain CDG requirements. Entrances and exits will follow the designated graphics to ensure a safe and logical flow. These directional traffic flows allow for proper spacing to be maintained and easily monitored, all of which contributes to our enhanced health and safety standards.

**Physical Distancing** Set up & break down in cooperation with our venue partners has provided us with enhanced guidelines to assist contractors in the set up and break down of events. All exhibitor personnel and set up crews must complete and present their HealthBot profiles upon entering the building. We also have limited the amount of company personnel to two (2) employees per 100 sq. ft. at all times (set up, Market days and break down) to minimize risk where it would be beneficial. From the first to last moment of our Market, we partner with all stakeholders, especially our venue partners, to provide enhanced guidelines for contractors to prioritize health and safety. We encourage exhibitors to bring hand sanitizer and cleaning supplies to use throughout the entire Market.

**Eliminating Handshakes** - We recommend the elimination of handshakes at our Market gatherings in accordance with global and local organization and government guidance. This recommendation will be reinforced with on-site signage and announcements in addition to proposed, alternative methods of greetings. Our on-site signage also reminds everyone to honor physical distancing and wash hands often in addition to no handshakes and mask reminders.

**Food & Beverage** - The catering company within the building prohibits open or self-service buffets and will only offer pre-packaged food or food enclosed in containers. Seating areas are arranged to follow the CDG. Our commitment to health and safety expands to food and beverage where every effort is being made to minimize risk. Food for purchase and beverage stations will be located within properly maintained seating areas and no food or beverage is to be consumed outside of this area or these areas.

**Social Functions** - All functions within our Markets will follow the CDG and Market policies, such as distancing, hygiene and mask wearing. All social functions included at our events are mandated to follow the CDG standards, further illustrating our commitment to prioritize health and safety first. Private events not contracted and produced by the Flooring Markets management are out of our control and are not the responsibility of the Flooring Markets. We encourage everyone to follow safe meeting protocols at all times.

**Monitoring & Control Show** - We have appointed our floor managers as our COVID safety ambassadors to ensure the appropriate All Secure Guidelines are in place and procedures are followed. Where applicable, this resource will be responsible for ensuring the latest information and updates are shared with the appropriate teams and stakeholders.

**Physical Distancing & Venue Deep-Cleaning** - With our venue and service provider partners, we have increased the cleaning protocols for our markets. Deep cleaning of carpets and increased daily cleaning of all surfaces will ensure a safer environment for our exhibitors and buyers. Cleaners are offered PPE with an increased focus on key touch points, including restrooms, food and beverage areas, and help points.

**Booth Cleaning** - Exhibitors are encouraged to disinfect their respective booths and exhibits regularly throughout the event. The physical distributing of promotional materials is not advised and we are in favor that all materials be shared digitally. The elimination of physical materials can also contribute to sustainability efforts in addition to minimizing risk and contact between exhibitors and buyers.

**Hand Sanitizers** - Hand sanitizer stations will be located in key locations throughout the event, including registration, entrances and exits, restrooms, food and beverage locations, and any other key locations with regular use. In addition to washing your hands regularly, world and country health organizations recommend alcohol-based hand sanitizers to prevent the spread of infections and decrease the risk of getting sick. Independent show organizers are committed to making hand sanitizer stations readily available throughout our event spaces, particularly at key locations.

**Attendance Verification** - Assisting local government authorities, we will track and trace all attendees and mandate that all Market attendees follow local, building, and State protocols. We mandate that anyone entering the Market complete the HealthBot screening app and present their approved screening results at the Market floor entrance. Temperature screening equipment will be available at the Market entrances and at organized industry gatherings where each attendee will be asked to confirm their temperature. If any defined symptoms of COVID-19 are detected, including fever, people will immediately proceed to the First Aid Station where local medical authorities will be stationed and begin the proper protocol. Any visitors or exhibitors who are unwell can be prohibited from entering the Building and will not have access to the Market Floor.

**Facemasks** - All attendees and exhibitors are required to wear facemasks at all times during set-up, market hours and tear down. Face Shields alone will not be allowed. The only exception is when attendees are consuming food within the designated food and beverage areas. In accordance with world and country health organizations' guidance, organizers can require a facemask to be worn by each person entering the Market. The mask is intended to prevent the spread of all germs.

**Separation Screens** - Attendees will see separation screens in place in areas of interaction, such as registration, food and beverage stations, security, etc., Separation screens are also offered to exhibitors for rental by our GSC and may be installed within booth displays.

This measure to physically separate and increase distance between people contributes to the All Secure Guidelines and commitment to the health and safety of buyers and exhibitors.

**Employee Screening** - All building personnel, contracted workers and Flooring Markets employees are mandated to comply with a daily screening prior to entering the building or interacting with anyone. This screening at the Market door can reduce exposure for all stakeholders, help prevent the spread of any virus and help to verify protective equipment is used effectively. This encouraged method displays the Flooring Markets' commitment to health and safety beginning with our own, internal teams.