



# Silver Celebration

March 4-6, 2021 | San Antonio

## 2021 Commodity Classic EXHIBITOR Guidelines *as of 9.9.2020*



### CITY OF SAN ANTONIO CONVENTION & SPORTS FACILITIES

*The Henry B. Gonzales Convention Center is committed to safely conducting events and working closely with our meeting planners and exhibitors to ensure a safe environment. This document is intended to provide general information and guidelines to exhibitors. The information is subject to change due to local, state or national mandates and will be updated or revised as appropriate.*

*The Convention Center is proud to participate in the Global Biorisk Advisory Council (GBAC) Accreditation program. GBAC is a division of international Supply and Sanitary Association (ISSA), the worldwide cleaning association. This accreditation program assesses cleaning and disinfection practices and infectious-disease prevention. GBAC is currently the industry's only accreditation for outbreak prevention, response and recovery establishing requirements to control risks associated with infectious agents, such as the virus that causes COVID-19.*

#### Convention Center Practices, Retrofits and Information:

- Requiring face covering to be worn within the building
- Screening of guests with thermal scanning systems that dispense a label indicating an approved temperature reading; screening all staff and exhibitors in loading dock areas
- Increased sanitation of high touch points in front and back of house areas including restrooms, door handles, trash and recycle receptacles before, during and after events; purchased a Xenex robot that uses UV lighting to sanitize areas
- Sanitation stations are located throughout the building
- UV Lighting has been installed on escalator hand rails for additional disinfectant purposes
- Physical distanced event setup plans are in place
- New touchless items were installed including, auto flush valves and forearm door pulls enhancing the existing touchless faucets. New entry door openers installed.
- Increased fresh air exchange and air flow within the building and incorporated higher performing air filters
- Signage and floor markings are located throughout the facility, including elevators and hallways for social distancing, hygiene practices, etc.
- Restroom floor areas will be marked to ensure social distancing, including signage for occupancy limits of restrooms, and removal of some urinals from service
- Water fountains are temporarily unavailable for safety purposes
- Building capacity is currently 50% with social distancing. The current San Antonio exhibit hall occupancy limit is greater than last year's highest hall attendance at any one time.
- 10-foot aisles will be one-way with exhibits on both sides and directional arrows provided
- 20-foot aisles or wider will be two-way with exhibits on both sides and directional arrows down the middle of the aisle to ensure attendees understand to remain on either side
- An 8' side drape barrier will be provided between booths located less than 6 feet apart
- Additional days to access exhibit hall to encourage staggering move-in and move-out

Exhibitor Responsibilities:

- Monitor the number of personnel within booths as well as the number of guests visiting their booth. Social distancing must always be a consideration. Current guidelines are 4 people (exhibitor personnel and customers combined) per 10x10 booth (100 net sq feet)
- Clean and sanitize exhibit space before, during and after show hours (refer to Paramount Convention Services additional cleaning services ordering option)
- For larger islands, include entrance and exit points which should be one way (arrows and signage may be ordered with Paramount Convention Services as needed)
- Remember at this time masks are required to be worn in the convention center, including move-in and move-out, at the dock, and equipment lot area
- All exhibitor personnel will be required to undergo a temperature check, requiring 99.6 temperature or below to access. Any individual that becomes ill while on site must immediately seek medical attention. Medical personnel will be onsite during show hours.

The following items are highly recommended for exhibitors by the Convention Center:

- Use of plexiglass between exhibitor booths and guests (refer to Paramount Convention Services plexiglass ordering option)
- Ensure the size of the booth and social distancing are considered when determining the number of associates you will bring to work the booth
- Utilize the extended move-in and out time provided this year by Commodity Classic to use a smaller work crew and encourage social distancing

Food/Beverage in the Exhibit Hall:

- Currently Commodity Classic will continue to host food and beverage in the exhibit hall during open hours as part of the registration package, including registered exhibitors
- The convention center is working with the official caterer, the RK Group, to clean and sanitize tables in the food and beverage areas throughout show hours
- Currently masks may be removed only for eating/drinking
- The food and beverage eating areas are being set socially distanced (currently 66-inch rounds, 2-4 per table, spaced 6 feet apart)
- An attendant is required to serve all food and beverage, including if an exhibitor chooses to host food and beverage in their booth (refer to RK Group catering form in the service kit)
- Exhibitors have the option to order food/beverage on their own through the RK Group, following guidelines for cleaning/sanitation, attendant service and socially distancing 1 per 4 people per 10x10 booth area --- no congregating in aisles. Special opportunities include:
  - Optional Booth Receptions Thursday and/or Friday from 3:30 p.m. – 4:30 p.m. - Exhibitors may host alcohol in your booth only at these times as purchased through the RK Group. Currently Commodity Classic is also offering cash bars in food areas as well.
  - Platinum/Gold sponsors or 20+ booth exhibitors Thursday 4:30 p.m. – 5:30p.m. – These exhibitors may host a Post-Show Reception inside booth after show close. Customers must be off floor by 5:30 p.m. - contact [tradeshow@commodityclassic.com](mailto:tradeshow@commodityclassic.com) to sign-up
  - Media Preview – Available to all exhibitors Thursday 9:00 a.m. - 10:30 a.m. Platinum sponsors may sign-up in advance to have a private preview in booth from 8:00 a.m. – 9:00 a.m. by contacting [tradeshow@commodityclassic.com](mailto:tradeshow@commodityclassic.com) to sign-up
  - Show open hours – Exhibitors may order direct via the RK Group catering form in kit