



INNOVATION YOU CAN *Taste*

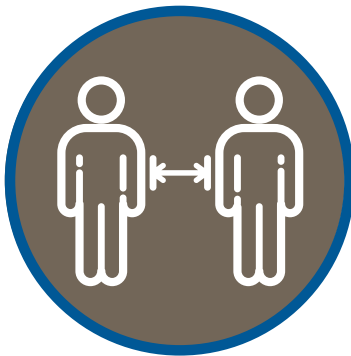
PNW | NOVEMBER 5-6, 2021 | OREGON CONVENTION CENTER

Our team is following the government guidelines issued by the CDC, state and local officials with regards to the ongoing situation of the coronavirus/COVID-19. Ensuring the safety of all exhibitors, attendees and staff at our events is our top priority.

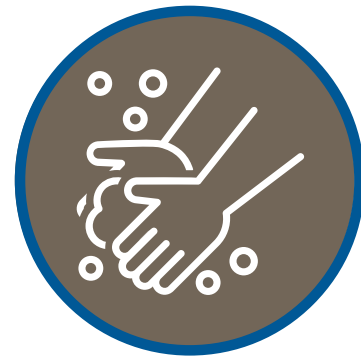
We are working as a collective industry to enable events and trade shows to open safely by following essential safety guidelines that adhere to the best medically backed scientific practices for the safety and well-being of attendees, once stay at home orders are lifted. Additionally we are working with our travel partners, venues, hotels and the Oregon Convention Center to protect your health and provide you with a safe and productive environment for you to conduct business.

OUR HEALTH & SAFETY PLAN IS BUILT ON 4 CORNERSTONES:

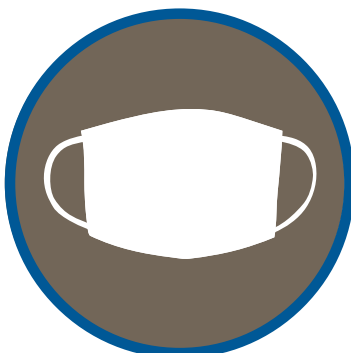
PHYSICAL DISTANCING



CLEANING & HYGIENE



PROTECT & DETECT

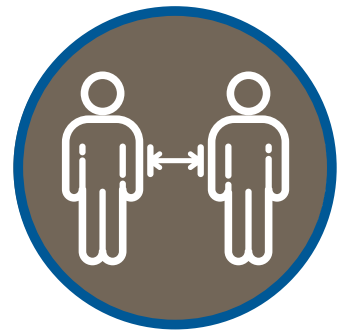


COMMUNICATION



HEALTH & SAFETY

PHYSICAL DISTANCING



What

Actions

Crowd Density & Floor Planning

- Professional / social distancing measures- 6' from each person where applicable
- One way entrances and exits for exhibit hall
- Floor stickers and signs will be placed throughout the Oregon Convention Center instructing and reminding attendees to socially distance
- At this time, one way aisles will be in effect
- A 20ft entrance aisle has been added at the front of the hall to allow for crowd management

Registration

- Encouraging pre-registration to allow for more streamlined badge pick-up process
- Regular cleaning of all equipment
- Easy to use self-serve options available for badge pickup
- Reduced contact at registration areas

Social Events & Conference Rooms

- Social distancing measures in classrooms and events
- Enhanced cleaning of audio visual equipment between speakers

Eliminating Handshakes

- No handshake policy
- Proposed alternative methods of greeting

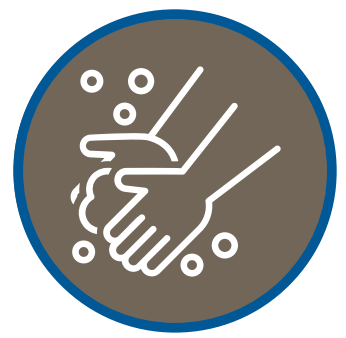
Monitoring & Control

- Our team will be trained on the 4 Cornerstones and available to help enforce social distancing measures on the show floor.
- At this time, temperature checks will be required by all staff, attendees and exhibitors every morning



HEALTH & SAFETY

CLEANING & HYGIENE



What

Actions

Convention Center Cleaning

- The Oregon Convention Center is GBAC Gold Star Certified. GBAC (Global Biorisk Advisory Council) a division of the Worldwide Cleaning Industry Association, is the cleaning industry's only outbreak prevention, response, and recovery accreditation for facilities. GBAC STAR is the gold standard of prepared facilities.

Sampling & Booth Cleaning

- Ability to purchase cleaning kits, in-booth janitorial services and plexiglass for booths
- Guidelines will be set with Convention Center & catering department about sampling and food handouts. Please view the Sampling Guidelines in the Exhibitor Manual
- Encourage exhibitors to clean and disinfect high touch point areas
- We have added a "social distancing cafe" to the exhibit hall for eating & drinking
- Sampling Stations have been added in various aisles to provide a socially distanced area to sample exhibitor product if attendees are no longer in the exhibitors booth

Hand Sanitizers

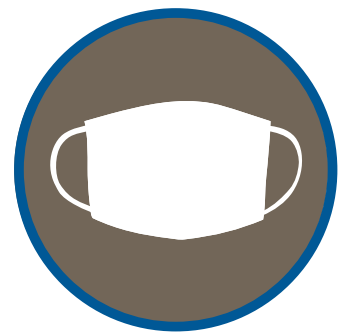
- Hand sanitizer station locations at entrances, lobbies, bathrooms and throughout the halls

Waste Management

- Increased frequency of waste removal

HEALTH & SAFETY

PROTECT & DETECT



What

Actions

Facial Coverings

- CDC approved facial coverings are currently required at the event
- Enhanced communication to exhibitors, visitors and speakers of requirements

First Aid & Medical Support

- Increase communication and awareness about location of medic facilities in messaging before and during the show

Glass Sneeze Guards/Plexiglass

- Plexiglass added in key areas where physical distancing is limited
- Exhibitors will have the option to purchase plexiglass for their booths

Emergency Response Plans

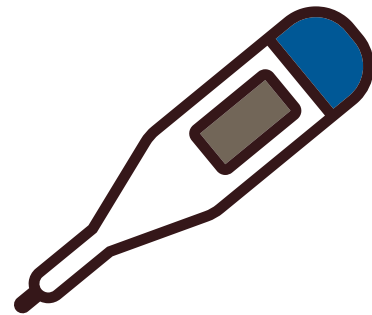
- Prior to the event, the Coffee Fest team will work with venue and medic to determine an emergency response plan and communicate to all staff attending the event including a chain of command for communicating emergency response

Employee Screening

- Training prior to the event that staff knows how to properly wear PPE
- Staff will not be allowed to come to work if exhibiting any symptoms including fever, sore throat, chills and cough

Quarantine Area

- The Oregon Convention Center will have a defined quarantine procedure



HEALTH & SAFETY COMMUNICATION



What

Actions

Pre-Show Messaging

- Enhanced communication leading up to the show and safety protocols through website, email, social media. Messaging to include:
 - Persons displaying COVID-19 symptoms should not attend. Persons displaying COVID-19 symptoms may be refused admission
 - May prefer & should expect others to avoid shaking hands
 - Carry a personal supply of hand sanitizer, tissues & wipes in & out of the event
 - Keep up to date with public health advice for Portland and the Oregon Convention Center. Take time to read health communications & updates from the organizer
 - Any restrictions (inc. disinfecting) placed on demonstrations / demonstration models, sampling, give-away promotional goods & materials etc. for exhibitors

