A PAMERINDO INDONESIA TRADE EVENT
PLASTICS & RUBBER INDONESIA
Hybrid Edition, 16 - 19 November 2022
Jakarta International Expo, Kemayoran - Indonesia
AllSecure
Exhibition Standard
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All information stated in this document is updated as per 23 April 2021 and may be changed later on. PAMERINDO has the right to change the regulations if needed and if suggested by the local authorities. Exhibitors are advised to always check for the latest update of this document to our team.

For more Information please contact our team:

PLASTICS & RUBBER INDONESIA SERIES
Ms. Kartina
kartina@pamerindo.com

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About THE SHOWS

The Largest Gathering of Industrial Solution Event in Indonesia is Back in HYBRID FORMAT!

The 33rd edition Plastics and Rubber Indonesia is Indonesia's largest international plastics and rubber exhibition, providing a professional business platform for Indonesia's plastics and rubber industry. Incorporating Mould and Die Indonesia, and Plaspak Indonesia, the exhibition will be scheduled on 16 - 19 November 2022, at the Jakarta International Expo Kemayoran, Indonesia; in a hybrid exhibition format combining the physical exhibition with various activities running on digital platforms.

Join the exhibitions and find the most cost-effective way to increase your business in South East Asia's biggest manufacturing market – all under one roof!

About Informa

PT PAMERINDO Indonesia / Informa Markets is part of Informa, a leading international events, intelligence and scholarly research group. Our purpose is to champion the specialist. Through hundreds of powerful brands, we work with businesses and professionals in specialist markets, providing the connections, intelligence and opportunities that help customers grow, do business, make breakthroughs and take better informed decisions. Informa is listed on London Stock Exchange and a member of FTSE 100, with over 11,000 colleagues working in more than 30 countries.

About Informa AllSecure

Informa AllSecure is Informa's approach to enhanced health and safety standards at our events following COVID-19. Whether they are exhibitors, attendees, visitors, speakers or sponsors, our customers come to events to connect, learn, know more and do more business, effectively, safely and with confidence.

That's why we have collaborated and co-ordinated with our industry association partners including UFI, AEO and SISO, industry peers, including Reed Exhibitions and Clarion, venue partners, suppliers and contractors; as well as with a range of health, government and local authorities such as Indonesian Association of Exhibition Organisers (ASPERAPI), to develop the **All Secure** best practice guidelines and standards that raise the bar on delivering safe, hygienic, productive and high-quality organised event experiences.

The **All Secure** standard is now being adopted by key stakeholders in the events industry worldwide and will continue to be updated as new ideas emerge. **Informa AllSecure** is how we will be adopting the guidelines in our business and adds a further layer of best practice standards and guidelines.

For additional information on **Informa AllSecure** go to: https://www.informa.com/AllSecure

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Physical Distancing

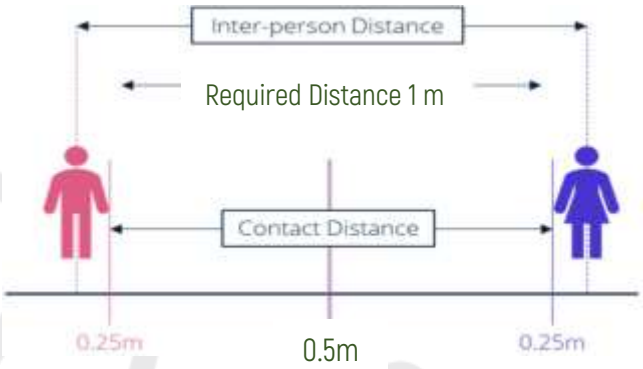
Under the Informa AllSecure standard, The Shows will facilitate physical distancing through the following processes.

1. Manage Crowd Density

Enabling physical distancing by maintaining a Crowd Density Standard (CDS) that is in line with local authority regulations or guidance

Based on ASPERAPI & Ministry of Tourism suggestions for *Cleanliness, Health & Safety (CHSE) protocols*,* the CDS has to be 50% from the normal capacity of each area/hall/venue and measuring the safe distance between people according to their standard which is 1 m.

Social distance ambassadors will also be employed in the show floors. Each booth (for size 54 sqm and above) must set their booth perimeter to keep the number of visitors inside their booth as regulated. And Exhibitors are advised to manage their booth CD by setting their own mechanism either counting the visitors inside their booth manually or with a QR scanning system.



Please refer to Annex 1 for Crowd Density Management X Booth Capacity

2. Non-Contact Registration Process

- Maximising the use of non-contact or self-service registration processes to minimise queuing and physical contact and maximise participants' time and ease ·
- Employing onsite digital registration and / or advance online registration, which might include QR codes or digital credentials, and limiting the use of physical lanyards and badges where possible

Please refer to Annex 2 for our Registration Flow's Plan

3. Phased & Controlled Entrance

- Phasing the entrance of attendees to the event to avoid unnecessary queuing and distancing challenges
- Providing designated visitor time slots through the day (registration will be based on different time frame *tbc) and pre-scheduled meetings through matchmaking tools, creating a safer, more consistent and predictable flow of visitors for exhibitors, and allowing visitors to better plan their meetings in advance and maximise the use of time spent at the event.

4. Enhanced Audience Targeting

- Introducing greater scrutiny, pre-registration qualification and matchmaking tools to improve the relevance of visitors to the event, based on exhibitor/delegate feedback
- Combined with other measures, enhance targeting will lower the density of attendees but retain the overall quality of the event, such as below
    - Make the most & encourage the use of B2B matchmaking system to allow the show gets more quality visitors
    - Encourage exhibitors to provide their Gold visitor data to be invited to the show
    - To make sure our visitors have the best experience at our show, for those who cannot stay longer at the show, we will provide an online option for them

5. Heightened Flow & Floor Planning

- Introducing greater visitor flow and traffic management to avoid unnecessary density and crowding challenges and avoid bottlenecks and cross walking, with regular monitoring during the event
- Deploying clear signage and floor markings to indicate routes and distances
- Aisle widths and / or the distances between booths will be increased to maintain the ability to physically distance

Aisle Dimension

♣ Aisle dimension that is required by ASPERAPI & Government Authorities is 3.0 m

Please refer to Annex 3 for Aisle Dimension in the Floor Plan& Flow

6. Managed Transport

- Whilst we will not be providing shuttle services, we will be working with an online transportation partner to provide better option for exhibitor/visitor who will go / leave the venue using shared public transportation.
- We are also working with Holiday Inn JIExpo Kemayoran, as our Official Hotel Partner, which is located within walking distance from the venue.

7. Enhanced Guidelines for Contractor

- Providing updated and enhanced guidelines for contractors, to support distancing and other recommended AllSecure measures as they apply to setting up and breaking down events
- These may include distancing and hygiene around high touch areas, shared equipment, team construction and exhibitor freight handling
- Supporting and encouraging the use of reusable, modular stand construction such as frame and fabric to reduce the density of people onsite during set-up and break down and help make the construction phase more efficient
- Conducting online Technical Meeting with Contractor a month prior to the show

8. Alternative Greetings

Eliminating Handshakes & Business Card Exchange

- Requesting participants to avoid handshakes and embraces as greetings and avoid sharing printed business cards
- Promoting appropriate alternative ways of greeting that avoid physical contact by
    - Providing prevention signage in the show floor
    - Scheduling frequent PA to remind people re certain precautions / measures

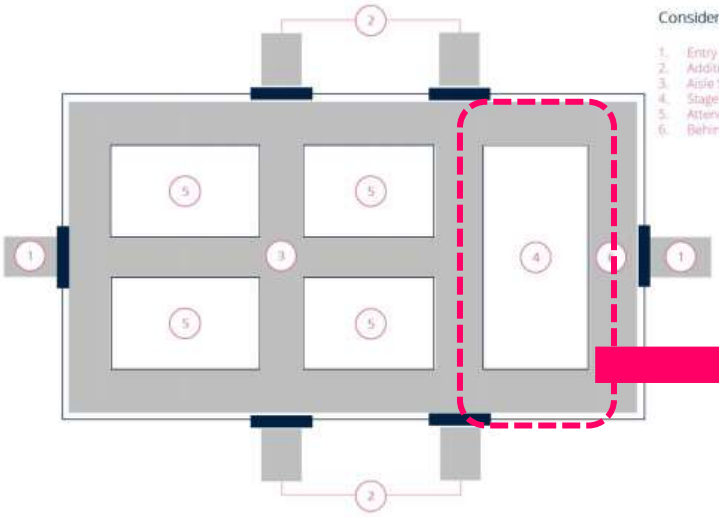
**Image is for illustration only*

9. Adapted Conference / Seminar Rooms

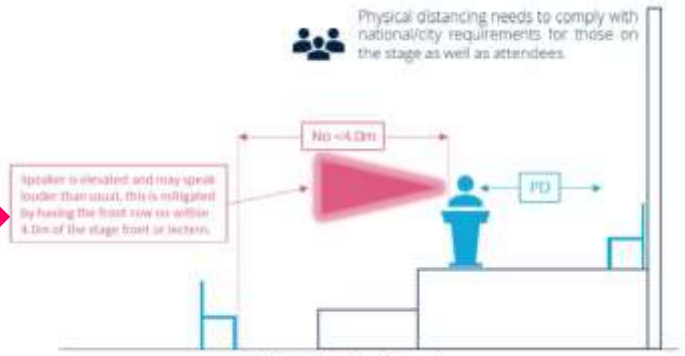
- Revising seating arrangements and set up in conference and meeting rooms, to enable greater space between seats
- Using hands-free technology in the room where possible, and avoiding the sharing of equipment
- Making sessions available digitally to ensure speakers reach a full audience and to enable all participants to take part

Areas of the Conference Eventspace

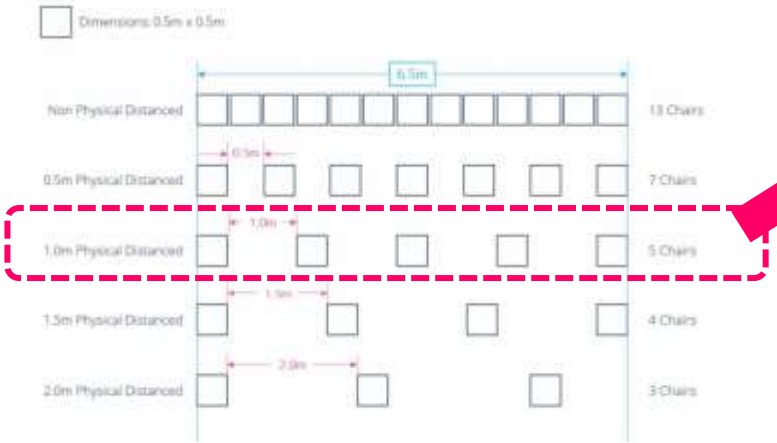
The below diagram shows the areas of the conference space we will need to assess and why:



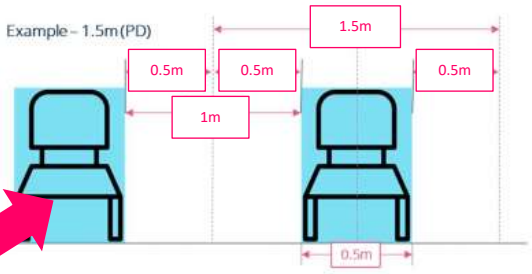
Conference Consideration Diagram



Speaker to Attendee Distancing



PD Vs Seating Capacity



Informa Conference Layout - Seating | 5 Chairs per 6.5m / 1.0m PD

Informa Conference Layout - Stage | Question Microphone PD from Attendees

**Image is for illustration only*

10. Enhanced F&B Arrangement

- Working with JIEXpo to enhance food safety, manage queueing and enable distancing in serving and seating areas. No self-service buffets and the use of any shared utensils or equipment to enhance food safety
- Providing food and drink options in sustainable closed containers or pre-packaged using recyclable materials, and enabling pre-ordering where possible to minimize waste and maximise time and comfort
- Cashless payment - Encouraging card payments and avoiding cash payments where possible to reduce contact
- Venue will provide safe seating arrangement to allow physical distancing
- All F&B staffs MUST use face shield, face masks & hand gloves

11. Managed Social Activities

- Applying distancing, density and physical contact measures to any in-person social and networking focused activities such as awards
- Making public addresses and speeches available digitally or delivering elements digitally rather than live onsite if possible. For Exhibitors who has a plan to conduct live onsite social activity, please refer to Annex 4 for further regulations & details.

12. Hygiene and Safety Ambassador/Officer

Establishing an Informa Hygiene and Safety Ambassador/Officer for this show: a colleague from Informa's operations team, trained in the subject matter and up to date on the latest official guidance, who is responsible for monitoring hygiene and cleaning, ensuring AllSecure standards are followed, and sharing and continuously improving practices.

Our Hygiene & Safety Officer

- Adam Rasyid (adam@pamerindo.com)

13. Prayer Room Arrangement

- Musholla must apply physical distancing between each prayer to another, with 1m physical distance
- Musholla will not be equipped with sajadah, mukena and other praying kits. Prayers must bring their own praying kit if needed
- JIEXPO will be following the cleaning & hygiene regime with routine cleaning schedules
- Soap will be provided in the abolition areas & hand sanitizer will be provided in musholla

Cleaning & Hygiene

Under the Informa AllSecure standard, The Shows will facilitate cleaning & hygiene through the following processes.

1. Venue Cleaning

Working with JIEXPO to deep clean the event location before set-up and move-in, and again before the event opens.

2. Scheduled Enhanced Cleaning Regime

- Working with JIEXPO to implement a visible, enhanced cleaning regime, with increased focus on high touchpoint areas including restrooms, food and beverage areas, lounges, organizer office, musholla and help points
- JIEXPO will provide appropriate personal protective equipment to cleaners
- Where available and possible, enhanced cleaning may include best-in-class electrostatic cleaning methods

**Image is for illustration only*

3. Stand & Booth Hygiene

- Cleaning check-up routine 3x (three times) / day with JIEXPO
- Despite of our effort to deep cleansing the venue & increase daily cleaning frequency, Exhibitors are also responsible to clean or disinfect (if needed) their respective booth with simple cleaning/disinfect procedures (tables, chairs, handles and touchpoints)
- For hygiene reasons, exhibitors to avoid brochure distribution where feasible, and exhibitors are encouraged to replace the distribution of physical promotional materials with digital alternatives where possible

4. Facilitating Good Personal Hygiene

- Making hand sanitiser stations readily available at key locations around the venue, including restrooms, food and beverage locations and conference rooms. Below are the areas with hand sanitizing facilities:
    - Form filling counter
    - Registration Booth
    - Entry point & Exit Point
    - Business Lounge / Gold Visitor Lounge / B2B matchmaking lounge
    - Several spots in the Show floor
    - F&B area
    - Waiting lounge
    - Toilet / Restroom
    - Every registration desk of supporting functions
    - Conference / seminar room
    - Musholla

- Providing hand washing stations in
    - Entry point & Exit Point
    - F&B area

- Encouraging regular hand washing and / or the use of effective hand sanitiser through prominent onsite communications

**images are for illustration only*

5. Waste Management

- We will be working with JIEXPO to collecting and removing waste receptacles more frequently during events, and disinfecting them to a regular schedule
- Providing clearly identified waste receptacles for disposing of face masks and other protective equipment, as well as additional recycling points for food and beverage packaging if required
- Providing waste bins with minimum hand touchpoints.

**Image is for illustration only*

6. Managing Shared Equipment

- Replacing shared equipment in conference and meeting rooms, such as hand-held microphones, stationery and lecterns where possible. And using mic coverings.
- Disinfecting all necessary shared equipment in these rooms, such as microphones, between each use
- Increased cleaning schedule for conference rooms and all event equipment, including audio and visual materials

7. Reviewing Air Filtration Standards

With JIEXPO, reviewing the air filtration provided by current heating, ventilation and air conditioning (HVAC) systems, including the effectiveness of design, installation and maintenance, as part of reducing exposure to any harmful particles

8. Pursuing External Certification

- Pursuing locally credited external certification or validation of event cleanliness and bio-risk standards such as the GBAC Star Accreditation (tbc)
- The knowledge and expertise of Informa event colleagues can also be certified through accredited courses such as GBAC's Fundamental Online Training Course, which assesses infection and contamination control measures for infectious disease outbreaks (tbc)

Protect & Detect

Under the Informa AllSecure standard, The Shows will facilitate protection & detection through the following processes.

1. Supporting Official Authorities

CONTACT TRACING (CT)

For Exhibitors & Partners (including temporary staff)

- Project team will collect statement letter from all exhibitors and partners to assure that their staffs are in healthy condition, have not been in close contact with COVID19 cases for the last 14 days prior to the show.
- This letter should be submitted on prior to move in period and can be sent as a soft copy.
- Exhibitors & Partners are responsible for tracing their staff's health status and they (any of their staff members) will not be permitted to enter the venue premises if their respective company hasn't submitted the statement letter.

For Visitors

- Contact tracing form will be included inside the registration form and should be filled all together with the registration form.

Please refer to Annex 5 for CT form with questions that are mandatory from the Government CT flows

2. Deploying Enhanced Screening

- Deploying infrared and thermal imaging temperature screening at venue entrances (before registration area) and advising participants accordingly, and performing face-mask screening as well
- Onsite crew will be performing this procedure, each equipped with a non-contact thermometer and a hand glove. (non-contact thermometer for back-up)
- Signage will be placed before the screening area to inform the visitor that we will do this procedure
- Directing any participant with defined and detected COVID-19 symptoms (particularly fever) to a separate quarantine area and referring the case to onsite or nearby local medical authorities for proper protocols and support
    - A separate counter will be set up to handle visitors who are deemed to have a fever by the non-contact thermometer. At this counter they will be checked more closely and if needed, and If the visitor fails the checks, they will be given a mask and will be brought to the designated ward (IW) and will be handled directly by medic to be transported to the appointed/referral hospital (RH)

- Advising participants, they should not attend if they are unwell, and preventing any participants who are unwell from entering the event

Please refer to Annex 6 for Entry Screening Flow

**Images are for illustration only*

3. Additional Protective Equipment

- Providing personal protective equipment including masks and gloves to cleaning, medical, food and beverage and other key workers
- Installing sneeze guards in high-interaction areas to increase physical distance and separation, such as stand-by registration desks, help desks, food or beverage stations and security desks

4. Face Coverings

- Face mask is always required to be worn during build-up, show day & break-down, based on the local government health & safety regulations. Exhibitors are advised to use face shield
- Based on DKI Jakarta Governor's Regulation No.3 Year 2021, only 2 (two) types of face coverings are allowed
    - Surgical face mask
    - Two ply cloth-mask

Surgical Face Mask

Face Covering

- Complimentary face masks are provided in the entry points and next to the hand washing station.
- We will not be giving facemasks to those who already used one.
- Announcement on PA will also be giving frequently and posters placement in the show floors

Please refer to Annex 7 for How to Use Face Mask / Covering

**Image is for illustration only*

6. Sneeze Guard

Using sneeze guards in all areas of interaction, including Help Desks, food and beverage stations, security, business matching lounge. This may also help prevent the spread of germs

**image is for illustration only*

7. Dedicated Quarantine Area

- JIEXPO is providing a dedicated quarantine area / designated ward (IW) for people with symptoms of COVID-19 located in Graha Pusat Niaga (note: IW will be located in a different room with medic room)
- Liaising with local hospitals and medical authorities to create defined procedures and protocol to follow for people displaying symptoms
- Medic & ambulance will be stand by all times, starting from build up to breakdown

8. Enhanced Medical Support

- Implementing enhanced onsite medical support in co-ordination with local authorities and local medical personnel
- This will include an increased number of first aid stations and clear signage on where and how to seek expert medical attention in the event of any illness
- We will be providing an emergency hotline for further support throughout the show day
- Updating Event Incident Response Plans to include specific processes for suspected and confirmed COVID-19 incidents, and reporting this on daily basis

9. Engaging with Local Health Authorities

- Regularly engaging with local health authorities, in this case Dinas Kesehatan Jakarta from time-to-time.
- Sharing results with participants as part of risk awareness and personal confidence measures

10. Incident Report Readiness

- Updating Event Incident Response Plans to include specific processes for suspected and confirmed COVID-19 incidents, and reporting this on daily basis
- Mandatory training sessions will be conducted to our event teams on awareness of symptoms and the protocols to follow

11. Colleague Screening

- All on-site organiser offices will be equipped with enough supply of masks, hand sanitisers, non-contact thermometers and vitamins
- Daily screening routine will be conducted for body temperature & fever and will be recorded in the screening log
- For staff that feels unwell will be screened for fever. If there is a fever, he will be diverted to medic station. This staff will be sent home (if no COVID 19 symptoms) or sent to the appointed/referral hospital for further examination

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Communication

Under the Informa AllSecure standard, all *Cleaning & Hygiene, Physical Distancing* and *Protect & Detect* measures above will be supported by effective Communications through the following processes.

1. Advance Information Guidance

- Providing information on Informa AllSecure, the 10 Informa AllSecure Commitments and the specific additional standards being followed for the event before it starts, through channels including the event website, app and digital mailings
- This AllSecure document is also available on the show's Online Exhibition Manual (OEM)
- Online technical meeting will be conducted to share the information to exhibitors a month prior to the show to ensure exhibitors & contractors can plan, set up and operate, with guidance and details from AllSecure standard

2. Mobile Messaging for Latest Updates

We are keeping the show's websites up to date with the latest information, and ensuring effective channels are in place for delivering any urgent news (i.e. email and SMS).

3. Enhanced Signage & Display

- Additional event signages will be placed across exhibition floors and will include all biosafety measures, common signs and symptoms of COVID-19 as communicated by the appropriate medical and health authorities (the Ministry of Health) as well as actions to take if necessary.
- These signages will be prominently displayed in all common areas of the event
- Messages will include:
  - Health & Safety measures (physical distancing, face mask, washing hand, no handshake)
  - How to use & throw face mask
  - COVID 19 symptoms
  - How to wash hands
  - Hotline

4. Regular Public Address Messaging

We will be sharing relevant information and reminders through regular public address messaging and moderator or speaker remarks, including guidance on hygiene and distancing, as well as how to access onsite support. During show days, we will also provide a HOTLINE number

5. COVID Task Force

- Together with the venue, we will form Exhibition-COVID19 TASK FORCE who will be responsible to ensure the AllSecure / CHSE protocols implementation. The member of this Task Force will be regularly & frequently checking on the measures including/not limited to:

  > Ensure Exhibitors/Visitors are following the AllSecure / CHSE protocols

  > Dissolving crowds

- Exhibitor must appoint their own COVID19 PIC (ambassador) who will be responsible to ensure their booth CHSE protocols are in place & manage their CD as regulated
- Organiser has the right to do any necessary actions to ensure Exhibitors/Visitors are in compliance with the exhibition's AllSecure / CHSEA protocols

ANNEX 1

Crowd Density Management - Overall Stand x Physical Distancing

The below table shows event-based m² stand spaces compared to the three physical distancing criteria, showing how many people can physically be on that stand safely using the 40% stand element average.

Stand Area (m²)	1.0m 2.25
9	2
18	5
27	7
36	10
45	12
54	14
72	19
90	24

Stand Area (m²)	1.0m 2.25
108	29
120	32
150	40
180	48
225	60
377	101
412	110
494	132

CDS for Build Up Period

Stand Area (m²)	1.0m 2.25
9	4
18	8
27	12
36	16
45	20
54	24
72	32
90	40

Stand Area (m²)	1.0m 2.25
108	48
120	53
150	67
180	80
225	100
377	168
412	183
494	220

It is fully understood that a contracting party undertaking the build of a 225m² construction would not utilise a construction team of 100 personnel.

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ANNEX 2

Registration Flow Plan - subject to change

ONLINE REGISTRATION
Without Payment

Scan QR code to get registration form or through Registration link

↓

Fill in registration from mobile device

↓

Registration is approved through mobile

↓

System will generate QR in the mobile device

↓

QR code can be scanned in the entrance

↓

All visitor's data will be detected in the reg system

ONSITE REGISTRATION
Without Payment

Fill in onsite registration form

↓

Visitor go to the Reg Booth

↓

Registration staff prints ID with QR code

↓

QR code can be scanned in the entrance

↓

All visitor's data will be detected in the reg system

ANNEX 3

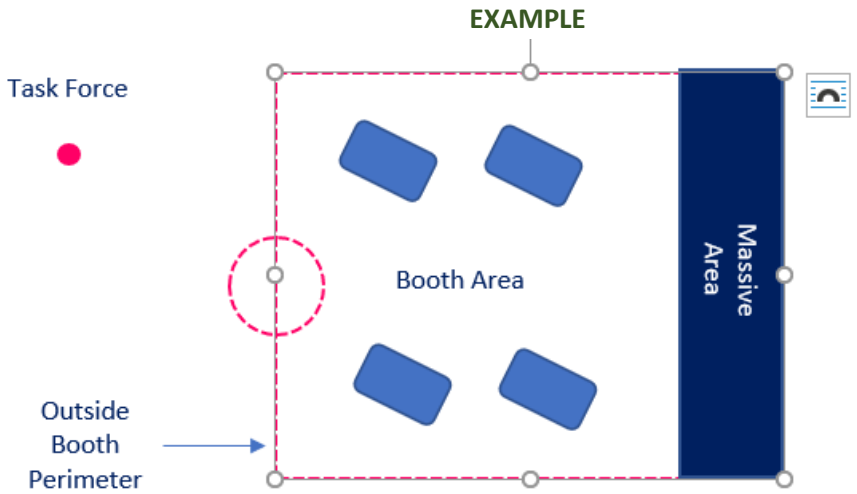
Aisle Dimension Simulation

- TBC X INSERT CAPTURE IMAGE FLOORPLAN HALL A -

ANNEX 4

Special Performance Regulations - Details TBC (Subject for COVID TASKFORCE approval)

1. Special performance only allowed inside exhibitor's booth area
2. For talk show/seminar format will need to follow seating arrangement & physical distancing stated in AllSecure standard
3. For other special performances (e.g. music performance, dancer, those who will be using sound system & special effect, etc) timing will be regulated by the organizer and based on available slots.
4. Live music performance using full band is not allowed, only minus one & acoustic performance are allowed, with certain DB level. Exhibitor must appoint their special performance/social activity PIC. Organiser has the right to do any necessary actions if Exhibitor is not following the regulations by giving warning twice. And should the issue still occur, Organiser has the right to stop the special performance. Further details will be provided later
5. Maximum audience/spectator for special performance will be based maximum visitor capacity as stated in Annex 1 and subject to physical distancing in mind, and our Task Force team will assist in dissolving any crowd gathered during the performance outside of the booth area
6. Exhibitor's ambassador must check whether their booth CD is as regulated, and Organizer has the right to do any necessary actions should Exhibitor is not in compliance with the regulations.



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ANNEX 5

Contact Tracing - subject to change

ONLINE
REGISTRATION

Visitor scan barcode for online reg form

↓

Visitor fill in contact tracing form along with the registration form

↓

Reg is approved through mobile

↓

Reg system generates QR code
If a contact history that earmarks the visitor as a 'potential case', Reg system will generate specific barcode

↓

At the entry point of exhibition floor, this visitor will be diverted to the check-up point before forwarded to a designated ward

ONSITE / CONVENTIONAL
REGISTRATION

Visitor fill in reg form & contact tracing form manually

↓

Visitor hands in the 2 forms to reg staff in the reg booth

↓

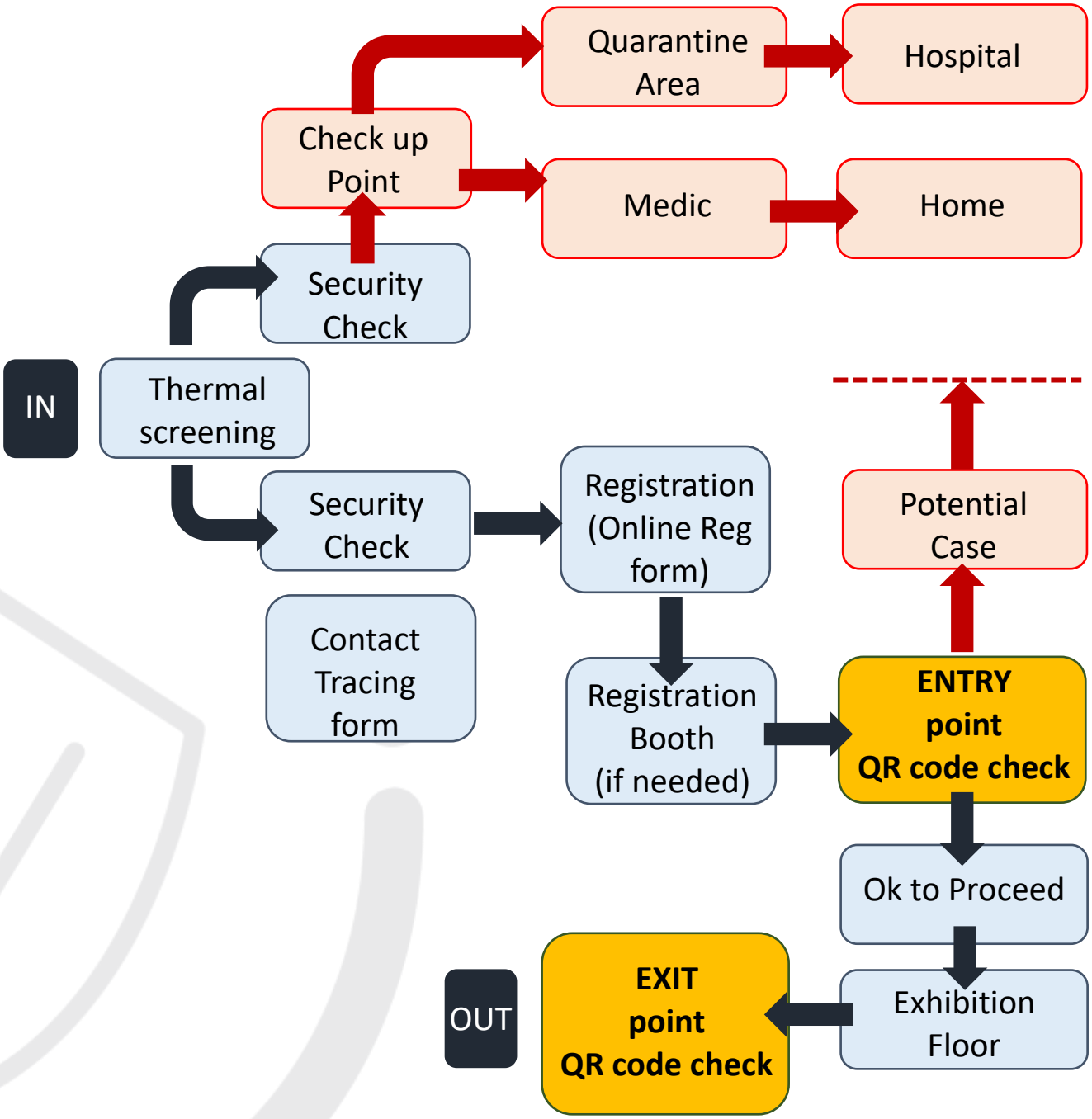
Reg staff print badge, mark the badge if a contact history earmarks the visitor as a 'potential case'

↓

At the entry point of exhibition floor, this visitor will be diverted to the check-up point before forwarded to a designated ward

ANNEX 6

Entry Screening Flow - subject to change



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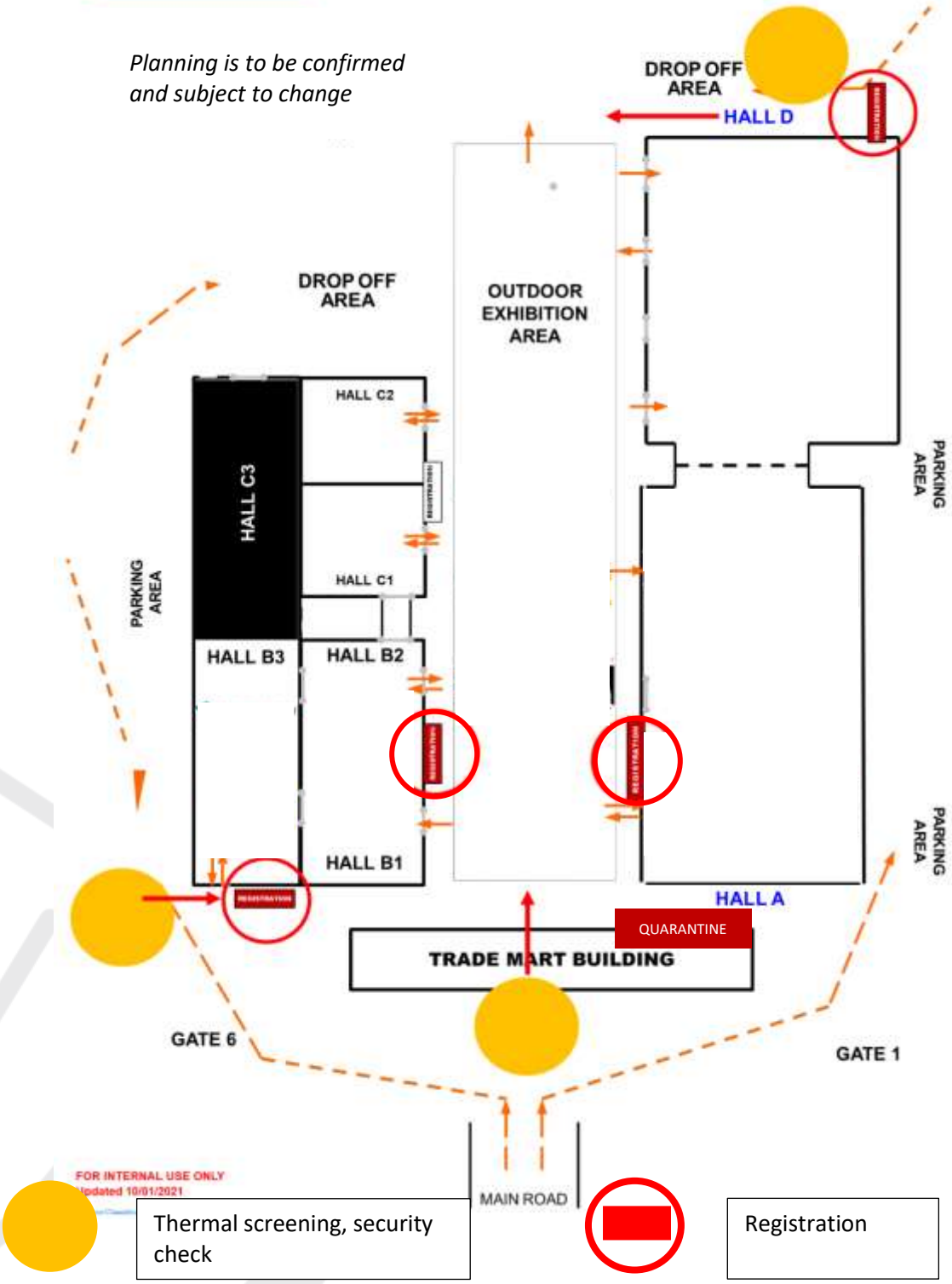
FULL LAYOUT

Planning is to be confirmed and subject to change



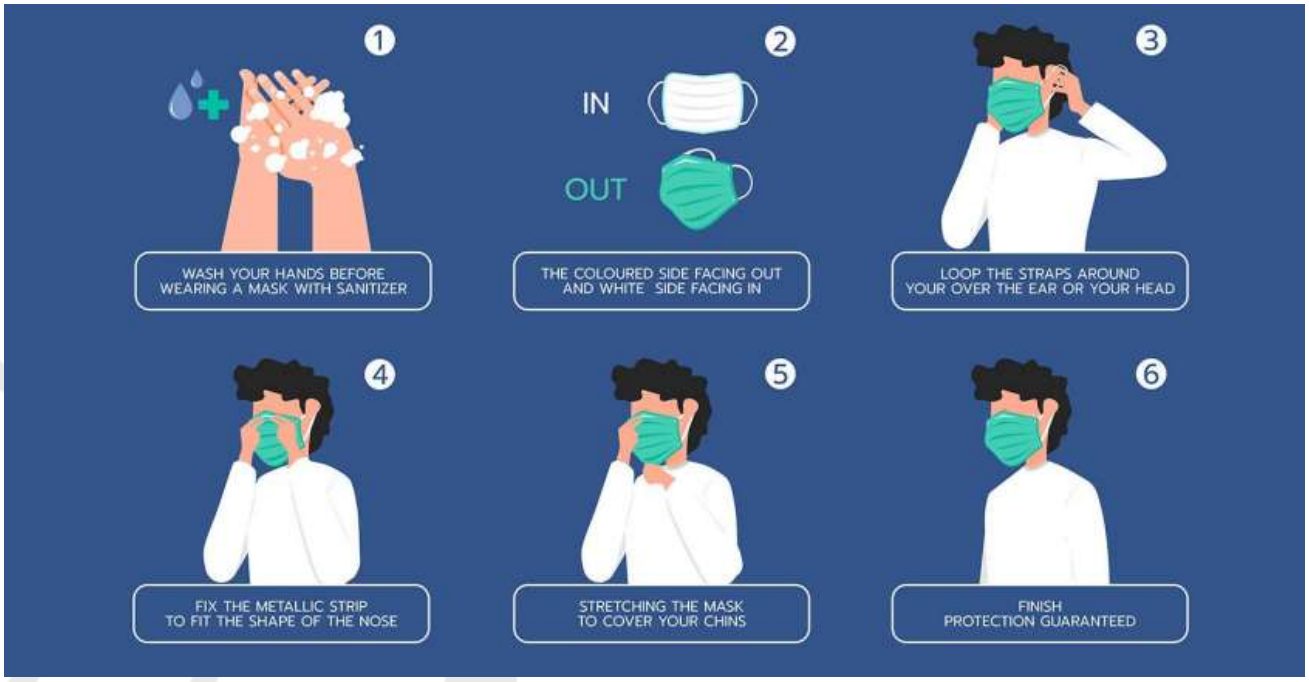
ANNEX 7

How to Use Face Mask - TBC

Wearing Face Masks and Coverings correctly

The below shows the correct method for applying and removing a mask or face covering:

- Wash / sanitise hands before putting on the mask/covering
- Ensure mask/covering covers the area from the bridge of the nose to under the chin - Tighten/adjust loops or ties to ensure a snug fit
- Avoid touching your face or the parts of the mask/covering that are protecting your nose and mouth
- Wash / sanitise your hands before removing the mask/covering - Use the loops or ties to remove the mask - Wah / sanitise your hands after removal



When to remove

There are many different timeframes written for the use of face masks and coverings. To simplify this the below should be used as a guide:

- If your mask becomes dirty, wet or damaged or if you have touched the inside of the mask, it should be removed, disposed of and a new one applied. If you are eating or drinking, the old mask should be disposed of, and a new one applied post meal.
- Face coverings are multi-use by design. However, the face covering should be washed regularly
- When using the covering the inside should not be touched and stored clean sides together.

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For more information about AllSecure
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