



COVID-19 ACTION PLAN FOR FALL SHOWCASE

Updated August 11, 2020

The SPPA Fall Showcase will be conducted in compliance with all Federal, State and local laws and requirements with respect to COVID-19. We urge all persons who plan on attending to become familiar with the Action Plan. These rules are subject to change or modification.

SAFETY CONSIDERATIONS:

- Exhibit space will be limited to 50% capacity.
- There will be an empty 8' space between each exhibitor.
- The aisles will be wider and have one-way traffic flow.
- There will be hand sanitizer stations on each aisle.
- Exhibitors will be required to wear a mask during the show and will have their temperature checked on arrival.
- Attendees will be required to wear a mask during the show and will have their temperature checked on arrival.
- Attendees must pre-register.
- Pre-event emails and messaging will remind people to stay at home if they're sick or exhibit any symptoms of COVID-19.
- Signage to promote social distancing will be utilized throughout the show.
- Signage will be posted regarding all applicable federal, state and local regulations, requirements and orders as well as CDC guidelines as they relate to mass gatherings.
- Exhibitors are encouraged to use disinfectant wipes on products that are touched frequently.
- SPPA will notify attendees via email if we become aware of any individual who was present at the show and tests positive for COVID-19 within 14 days of the conclusion of the show.

ACCESS TO THE SHOW:

- Only individuals who have been invited and pre-registered may attend the show. This show is not open to the general public.
- Anyone with a temperature of 99.5° F or higher may not enter the facility. All volunteers, staff, exhibitors and attendees are required to have their temperature checked prior to entering.
- Anyone who:
 - exhibits COVID-19 symptoms,
 - has tested positive for COVID-19 within the last two weeks, or
 - has been in contact with someone who has tested positive for COVID-19 within the last two weeks*cannot enter the facility.

**Exception: Healthcare personnel who have treated patients using appropriate medical-grade PPE during the course of performing professional duties are exempted from this restriction.*

VIRTUAL ATTENDANCE OPTIONS:

For those who can't attend the show because they are at-risk, sick, experiencing COVID-19 symptoms, etc., we're pleased to offer several options that will help our exhibitors get the maximum amount of exposure for their products and allow distributors the opportunity to learn about the newest products available.

- **Virtual Experience** – Distributors can choose to attend the show virtually from 9-11am on Wednesday, September 9. We will be broadcasting live from the Hoover Met and giving each exhibitor a chance to showcase their hottest products. During this live broadcast distributors will have the opportunity to ask questions and interact with exhibitors through the chat feature.
- **Post-Show Website** – After the show, distributors will be able to access the recorded presentations from the Virtual Experience, download sale/promotional flyers, and contact exhibitors to set up an appointment.
- **Tradeshow in a Box** – Distributors who can't attend the show can register to receive a box filled with catalogs and samples from the show. The boxes can be picked up in front of the Hoover Met during show hours (you don't come inside) or can be shipped using their shipping number.

EXHIBITOR PAYMENT CONSIDERATIONS:

- Exhibitors who exhibited at any SPPA show in 2019 or 2020 can register for the Fall Showcase without paying up front. Payment can be split over several months as long as its paid in full by the end of the year.
- New exhibitors who did not exhibit in 2019 or 2020 will be required to pay a \$200 deposit when they register. The remaining balance can be split over several months as long as its paid in full by the end of the year.
- Exhibitors have until August 14, 2020 to cancel and receive a full refund. Cancellations after this date will receive a credit for a future SPPA show or event.
- In the event the show is cancelled, exhibitors will be given the option of a refund or applying the money towards their 2021 dues or a future SPPA show or event.