

# OFFICIAL SERVICE PROVIDOR & VENUE COORDINATION GUIDE

This document lists tasks associated with event production including pandemic protocols. It is intended to facilitate conversations and assist with assigning ownership to the tasks deemed necessary for an individual event.

This document has been created by ESCA's Venue and Management Council in conjunction with IAVM.

**ESCA**

EXHIBITION SERVICES  
& Contractors Association

# OFFICIAL SERVICE PROVIDOR & VENUE COORDINATION GUIDE

## BACK OF HOUSE ENTRANCE

- Attendee/Exhibitor Queuing Equipment
- Badge Check
- Contact Tracing
- EMS Personnel
- Face Covering Provider
- Hand Washing/Sanitizer Stations
- Health Screening Testing
- Isolation Room
- Policy Enforcement

## BUSINESS CENTER

- Attendee Queuing Equipment
- Cleaning
- Disinfection
- Final Clean
- Final Disinfection
- Hand Washing/Sanitizer Stations
- Physical Distancing Signage/Floor Clings
- Plexiglas/Barrier
- Set-Up
- Tear Down
- Trash Removal
- Security Personnel
- Temperature Checks

## EXHIBITION SPACE

- Attendee/Exhibitor Queuing Equipment
- Badge Check
- Cleaning - Aisles
- Cleaning - Bathrooms
- Cleaning - Booths
- Cleaning - Food Service Areas
- Cleaning - High touch entry/exit points
- Contact Tracing
- Disinfection - Aisles
- Disinfection - Booths
- Disinfection - Food Service Areas
- Disinfection - High touch entry/exit points
- Disinfection- Bathrooms
- Dock Management
- Drayage Management
- Electrical Provider
- EMS Personnel
- Entry/Exit Signage
- Exhibition Space Set Up

- Exhibitor Service Center Disinfection
- Exhibitor Service Center Hand Sanitizer
- Exhibitor Service Center Plexiglas/Barrier
- Exhibitor Service Center Queuing Equipment
- Exhibitor Service Center Set Up
- Exhibitor Service Center Signage/Clings
- Exhibitor Service Center Trash Removal
- Face Covering Provider
- Final Clean
- Final Disinfection
- Final Tear Down
- Hand Sanitizer
- Hand Washing/Sanitizer Stations
- Health & Safety Policy Audible Announcements
- Health Policy Signage
- Health Screening Testing
- Isolation Room
- Marshalling Yard Management
- Physical Distancing Floor Clings
- Policy Enforcement
- PPE Provider
- Security Personnel
- Small Package Shipping
- Temperature Checks

## GENERAL

- Baggage Check
- Coat Check
- EMS Personnel
- First Aid
- Security Personnel
- Lost & Found

## HEALTH PROTOCOLS

- Contact Tracing Requirements
- Health Screening Requirements
- Mask Policies
- Policy Enforcement
- Vaccine Policies

## MEETING SPACE

- Attendee Queuing Equipment
- Cleaning - Attendee tables/chairs
- Cleaning - Head tables/lecterns/service equipment
- Cleaning - High touch entry/exit points

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- Disinfection - Attendee tables/chairs
- Disinfection - Head tables/lecterns/service equipment
- Disinfection - High touch entry/exit points
- Entry/Exit Signage
- Face Covering Provider
- Final Clean
- Final Disinfection
- Final Tear Down
- Hand Washing/Sanitizer Stations
- Health Policy Signage
- Meeting Room Set Up
- Physical Distancing Floor Clings
- Policy Enforcement
- PPE Provider
- Temperature Checks

## **PREFUNCTION**

- Cleaning - Attendee tables/chairs
- Cleaning - Bathrooms
- Cleaning - Lobby furniture/equipment
- Cleaning: High touch entry/exit/transition points
- Disinfection - Attendee tables/chairs
- Disinfection - Bathrooms
- Disinfection - High touch entry/exit/transition points
- Disinfection - Lobby furniture/equipment
- Face Covering Provider
- Final Clean
- Final Disinfection
- Final Tear Down
- Hand Washing/Sanitizer Stations
- Health Policy Signage
- Physical Distancing Signage/Floor Clings
- Policy Enforcement
- PPE Provider

## **REGISTRATION**

- Attendee/ Exhibitor Queuing Equipment
- Cleaning
- Disinfection
- Final Clean
- Final Disinfection
- Hand Washing/Sanitizer Stations

- Physical Distancing Signage/Floor Clings
- Plexiglas/Barrier
- Registration Set Up
- Tear Down
- Trash Removal

## **SHOW OFFICES**

- Attendee/Exhibitor Queuing Equipment
- Cleaning
- Disinfection
- Final Clean
- Final Disinfection
- Hand Washing/Sanitizer Stations
- Physical Distancing Signage/Floor Clings
- Plexiglas/Barrier
- Set-Up
- Tear Down
- Trash Removal

## **TICKET OFFICE**

- Attendee/ Exhibitor Queuing Equipment
- Cleaning
- Disinfection
- Final Clean
- Final Disinfection
- Hand Washing/Sanitizer Stations
- Physical Distancing Signage/Floor Clings
- Plexiglas/Barrier
- Set-Up
- Tear Down
- Trash Removal

## **VENUE ENTRANCES**

- Attendee Queuing Equipment
- Contact Tracing
- EMS Personnel
- Face Covering Provider
- Hand Washing/Sanitizer Stations
- Health Screening Testing
- Isolation Room
- Security Personnel
- Temperature Checks