

Measures to prevent COVID-19

We will take thorough COVID-19 prevention measures at WOOD Collection 2023 to ensure the safety of all participants.

We will appropriately change the content of the measures according to the content of the guidelines of the Japanese government and the Tokyo Metropolitan Government and the latest guidelines stipulated by the venue and the Japan Exhibition Association.

- (1) Points to Note in Restrictions on the Holding of Events and Restrictions on the Use of Facilities in the Basic Response Policy issued by the Japanese government
- (2) Tokyo Metropolitan Government's Guidelines to Prevent the Spread of COVID-19 in Tokyo for Business Operators
- (3) Tokyo Big Sight's Response Guidelines to Prevent COVID-19 at Exhibitions
- (4) Japan Exhibition Association's Guidelines to Prevent the Spread of COVID-19 in the Exhibition Industry

We appreciate your understanding and cooperation in this matter.

Initiatives by the Organizer

We will take the following basic measures in the venue.

Sufficient Ventilation in the Venue

We will open the service entrances at the appropriate times to ventilate the venue.

Ensuring Appropriate Distance between People

We will ensure a wide distance between seats on the stage in addition to marking the waiting lines at the reception and in the venue.

Entry Restrictions during Periods of Congestion

We will operate the event by restricting the number of people in the venue to 5,000 or less.

Requests to All Participants to Wear Masks

Members of staff will patrol the entrances and inside the venue. They will ask participants to wear masks. We will also ask those in the venue to refrain from speaking in loud voices.

Temperature Measurement of All Participants

We will measure the temperature of all visitors with thermos-cameras installed at the entrances/exits (including the service entrances). Those with a temperature of 37.5 degrees or higher will not be allowed to enter the exhibition venue for any reason.

Thorough Hand Disinfection

We will set up alcohol for disinfection at the entrances/exits and organizer's area.

Request for All Participants to Wear Masks

We ask that you wear a mask in the venue. Please also do not talk in a loud voice in the venue.

Temperature Measurement of All Participants

Please cooperate with the temperature measurement by the thermos-cameras installed at the entrances/exits (including the service entrances).

Thorough Hand Disinfection

We will set up alcohol for disinfection at the entrances/exits and in the organizer's area. Please cooperate with frequent hand-washing and alcohol disinfection.

Registration to the Tokyo Metropolitan Government's Version of the COVID-19 Monitoring Service

We provide information to users based on the information of infected persons if a cluster develops by scanning a QR code when entering Tokyo Metropolitan Government facilities. Please scan the QR code at the facility and then send an e-mail or add "Tokyo Metropolitan Government COVID-19 Measures Personal Support" as a friend on LINE.

Tokyo Metropolitan Government Digital Service Bureau's Tokyo Metropolitan Government's Version of the COVID-19 Monitoring Service at 11:41 on April 21, 2021

<https://www.digitalservice.metro.tokyo.lg.jp/ict/mimamori.html> (reference: October 4, 2021)

Installation of the COCOA Contact Confirmation App

We recommend all visitors, exhibitors and staff members of subcontractors install and use the COCOA contact confirmation app.

Ministry of Health, Labour and Welfare's COVID-19 Contact Confirmation App on September 8, 2021

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html (Reference: October 4, 2021)

Requests for Visitors

Please do not visit the venue if one of the following applies to you.

- 1) You have a fever of 37.5 degrees or above
- 2) You are feeling unwell (coughing, shortness of breath and physical weariness, etc.)
- 3) You suspect that a member of family who lives with you or other close acquaintance has been infected with COVID-19
- 4) You have traveled overseas within the past 14 days or have come into contact with someone who has returned from overseas

Pre-registration for Visitors

Please register to participate in advance so that we can understand beforehand the number of visitors to provide appropriate operations. Please visit after registering to participate in advance on the website.

Admission Restrictions

We will restrict admission once the number of people in the venue approaches 5,000. Therefore, please understand that you may have to wait to enter the venue.

Handling of Personal Information

We may provide the personal information we acquire during check-in at the in-person exhibition to the health care center or venue as necessary to track the path of infection in the event you are confirmed as having been infected by COVID-19.

Requests for Exhibitors

In-booth Disinfection

Please frequently disinfect with alcohol the shared items and items touched by people to prevent infection through contact.

Layout and Operation to Avoid Crowding

Please cooperate with your booth layout to avoid crowding (secure guidance lines to prevent stagnation and mark waiting lines, etc.).

Please also refrain from business discussions, demonstrations and calling visitors into to your booth in loud voices to prevent droplet infection.

Temperature Measurement and Physical Condition Check

Please thoroughly measure the temperature and check the physical condition of all members of your staff during the exhibition.

Prepare a Register of Involved Persons

Please prepare a contact register of all employees and involved persons who visit the venue from delivery to withdrawal.

Please keep that register safely for 14 days after the end of the event.

*You do not need to submit the register. However, please cooperate with providing information in the event of a request for the disclosure of personal information when necessary by a health care center such as to identify the path of infection.

Inquiries

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