**COVID-19 Guideline Terms of Agreement**

As an exhibitor in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (trade show), we understand the show organizer will take the Special Act for Prevention guidelines and rules to provide a safe space for all participants. The undersigned parties and any other affiliated parties guarantee to comply with the following rules during the move-in, exhibiting and move-out periods:

1. Those with a body temperature above 37.5 °C (=100 °F) will be denied entry.
2. All personnel are required to provide personal contact information to the show organizer.
3. Exhibitor badge is only for exhibitor only and may not be transferred or used by other people. If the exhibitor lends the badge to others and causes the spread of COVID-19, the exhibitor shall jointly bear all liabilities and fines.
4. Exhibitor shall inform all booth personnel (including but not limited to company staff, booth temporary staff and contractors) about the COVID-19 guidelines announced by the show organizer. If the booth personnel violate the rules, exhibitor shall jointly bear all liabilities.
5. Wear a facemask at all times while at the showground. Those without a facemask will be denied entry.
6. Wash your hands frequently and sanitize your hands with hand sanitizers located at the entrance of the showground.
7. Practice social distancing. Stay at least 1.5 meters (5 ft) from others while indoors and 1 meter (3 ft) when you're outdoors. Those can’t practice social distancing should wear a facemask at all times.
8. Do not eat or drink in the showground and public areas. If taste testing is part of exhibiting, please provide food in single serving cups or plates.
9. Cover your nose and mouth with a tissue or handkerchief when sneezing, then dispose of the tissue and wash your hands.
10. Do not enter the showground if you have returned from international travel within 14 days or have been in physical contact with someone with COVID-19. Please stay home and avoid contact with others. Practice quarantine/isolation measures in accordance with the relevant regulations.
11. If you have mild symptoms like diarrhea, fever, cough or have trouble breathing, contact the show organizer at the information center. Voluntarily inform the show organizer of your travel history, occupation, contact history, and cluster (other local travel information).
12. In order to prevent the spread of COVID-19, the show organizer encourages exhibitors to provide hand sanitizer to visitors in the booth.
* The show organizer reserves the right to refuse visitors’ or exhibitors’ access to the showground, if the person does not comply with the rules listed above.
* The show organizer will take the Special Act for Prevention guidelines and rule to provide a safe space for all visitors and exhibitors including cleaning and frequently disinfecting public space and equipment such as meeting room tables, lounge chairs, elevators, door handles, restrooms and others to help control the spread of COVID-19.

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| Exhibitor: |
| Booth Number: Area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| President of the company: (Sign and Print) |
| Contact Person: (Sign and Print) |
| Mobile Phone: |
| Email: |
| Date: |

The above personal information will only be used for personal contact by phone, email and other means of communication within 28 days after the trade show. Those who wish to exercise any of the following rights, please contact (trade show) organizer: 1) Make inquiry and request for a review of personal information; 2) Make request for duplications of personal information; 3) Request to supplement or correct personal information; 4) Request to end collection, processing or use personal information ; and 5) Request deletion of personal information.