

RULES AND REGULATIONS AT STEP ISTANBUL 2020 IN LIGHT OF COVID-19

1. STEP Istanbul 2020 will begin with preview days from 16th-17th of November 2020. It will be open to the public between 18th-22nd of November 2020 from 13:00 to 20:00.
2. The VIP preview days will be from the 16th-17th of November, 2020 between 13:00-19:00 to visitors with reservations. An email containing further information will be sent to the VIP preview invitation list. The invited guests will kindly be asked to make reservations for their selected time slots on the given days. A valid **online invitation with a QR code** with the chosen days and time slots will then be sent out.

The participating galleries are responsible for the QR codes that we sent them for their guests.

*Entrance time slots;

Entrance times for VIP guests on Monday November 16th,

Alternative A 13:00-16:00

Alternative B 16:00-19:00

Entrance times for VIP guests on Tuesday November 16th

Alternative C 13:00-16:00

Alternative D 16:00-19:00

3. **STEP Istanbul 2020** will be open between the 18th-22nd of November from 13:00-20:00.

Ticket sales will be valid for 2-hour time slots:

13:00-15:00 First Visiting Hour

15:00-15:30 Cleaning

15:30-17:30 Second Visiting Hour

17:30-18:00 Cleaning

18:00-20:00 Third Visiting Hour

4. There will be no "Opening / Vernissage" this year. The collectors list provided by the galleries will be received and the VIP invitation list will be expanded. VIP cards will not be printed. Instead, online invitations with QR codes will be sent out.
5. During the VIP preview period, only still and sparkling water will be served in sealed bottles.
6. Participants under the age of 15 will not be allowed into the event area.
7. The number of people to be let into the venue at once will be limited to a maximum of 1 person per 10 square meters, in accordance with the "Ministry of Health Outbreak Management and Study Guide, Covid-19 Precautions to be Taken and Rules to be Followed".
8. When the visitor capacity in the area is reached, no new visitors will be received and the ticket sales will be directed to the next time slot or to the next day.
9. Visitors will be let into the event area according to the number of visitors leaving the event area. Turnstiles will not be used at the entrances and exits. The number of people will be counted with a digital, hand motion operated device.
10. On the 18th-19th of November, university students will be able to enter, free of charge at a limited capacity.
11. Daily invitations (for visitors and sponsors) will be sent out with QR codes, valid for one day.
12. HES codes will be taken at online ticket sales. Ticket sales at the venue will be done via mobile application. Cash will not be accepted for ticket purchases. Only credit card will be accepted. Tickets and invitations will be with QR codes in order to maintain contactless

transactions. Information on COVID-19 rules and regulations will be provided online and at the venue.

13. The HES codes of all visitors, exhibitors, sponsors and staff members that enter the venue will be checked and their personal information will be collected and shared with the Republic of Turkey Ministry of Health at the end of the day. All personal information will be deleted from our records within 10 days following the end of the event. Visitors without Turkish citizenships will also be subject to this rule.
14. Cloakroom service will not be provided. Visitors will be allowed to enter the event area with only 1 carrying bag.
15. Line ups at the entrance and exit of the venue, ticket purchasing points, toilets and general areas will be regulated according to social distancing rules (at least 1 meter, 3-4 steps) and the appropriate standing areas will be determined with signs at a distance of at least 1 meter between them.
16. The temperatures of all exhibitors, staff and visitors entering the venue will be taken by staff wearing medical masks and face protection. Those with a fever higher than 38C and those with symptoms such as cough, runny nose, respiratory distress, those who are diagnosed with COVID-19 or have contact will not be allowed inside, and will be directed to a health institution with a medical mask to be evaluated.
17. Exhibitors, attendants and visitors must wear masks at the entrance of, and inside the venue. The venue will provide masks to visitors who do not have one.
18. Banners with COVID-19 precautions will be hung at the entrance and on visible places inside the venue.
19. There will be no items for common use inside such as newspapers, magazine, etc. (except for the brochures to be handed out by participants and sponsors to visitors for individual use). This year, no printed copies of any items will be available except for name tags. The catalogue will be online.
20. Exhibitors and visitors will have different bathrooms.
21. The maximum number of people that can be present at the entrance of each exhibit will be specified. The number of staff that exhibitors can have at their stands will be suggested to be limited to 2 people.

Cleaning, Disinfection and Ventilation

22. Common areas and bathrooms will be cleaned and disinfected every day at the given cleaning times.
23. Disinfection points will be provided at designated spots in common areas.
24. There will be separate, pedal-operated garbage boxes for disposal of used masks and other trash in the fair area. The garbage boxes will be emptied regularly.
25. Frequently touched surfaces (door handles, cash registers, computer keyboards, table / counter surfaces, etc.) will be cleaned regularly with disinfectants that contain active ingredients with demonstrated efficacy and have a "Biocidal Product License" issued by the Ministry of Health.
26. Health checks of all staff will be done routinely to ensure they are wearing medical masks and gloves.

27. Hand sanitizers with "Biocidal Product License" issued by the Ministry of Health will be kept throughout the fair space.
28. Necessary hygiene products will be available in the bathrooms.
29. Clean air circulation will be maintained via windows and doors.

Precautions for Visitors

30. If you have symptoms such as fever, coughing, or tightness of breath, please do not enter the venue.
31. Wearing a mask at the venue is mandatory.
32. Interactions such as hand shaking and hugging should be avoided.
33. Social distancing of at least 1.5 meters should be maintained.
34. Please keep your hands away from your face.
35. Please wash and disinfect your hands regularly.
36. Information on COVID-19 rules and regulations at the event venue will be announced.
37. Measures will be taken to ensure that exhibitors and visitors comply with the social distance rules in the venue.
38. The maximum visitor capacity will be specified and written as the entrance of the venue.
39. The event's route is arranged as one-way.
40. Signs will be placed on the floor of the venue in front of the stands to ensure social distancing.
41. One-third of the capacity will be allowed to enter the elevators and this number will be indicated at the elevator entrance. In order to maintain social distance in the elevator, the areas where people need to stand will be determined with signs at a distance of at least 1 meter between them.
42. The Ministry of Health's Outbreak Management and Work Guide Regulations will be taken into consideration in the dining areas and only packaged food will be sold.

Measures to Protect Staff

43. All staff workers will be briefed and trained on COVID-19 precautions and safety measures.
44. Staff will use medical masks and face protection.
45. If symptoms such as fever, cough, runny nose, respiratory distress develop while the staff is working, they will be directed to the hospital with a mask on.
46. To ensure a minimum capacity of workers, staff will work in shifts.