



## **Operational Guidelines for COVID-19 Mitigation (Updated October 20, 2020)**

### **Contacts:**

Trevor Trumbo, Director - Automotive Events,  
[trevor\\_trumbo@motortrend.com](mailto:trevor_trumbo@motortrend.com); 714-732-8788

Steve Freeman, Vice President - Automotive Events,  
[steve\\_freeman@motortrend.com](mailto:steve_freeman@motortrend.com); 323-216-7557

## **Facility Certification**

The Orange County Convention Center is a GBAC-certified facility, meaning that they have met the guidelines for cleaning and disinfecting for COVID-19 (Coronavirus, SARS-CoV-2).

## **Temperature Checks & Security**

### **Move-in/Move-out:**

Each day, Motor Trend Group (also known as Motor Trend Auto Shows) management requires that all individuals working the event proceed to the Exhibitor Check-In Desk for temperature checks. Workers will also need to complete a self-declaration each day via their cellular smart phone or through a show-provided iPad. Signage will be placed around the facility with this information. All individuals will be asked to present their worker or event ID at this time.

(Above items will be reviewed with the General Service Contractor and Union Reps and may be adjusted based on local health directives.)

### **Show Days:**

All exhibitors, general service contractors, EACs, vendors will need to check in at the Exhibitor Check-In Desk for temperature checks prior to entering the auto show. Wrist bands will be provided each day once a successful temperature check is performed. Motor Trend Group management will maintain a separate entrance for all exhibitors, general service contractors, EACs, and vendors.

## **Exhibit Hall**

The capacity in the exhibit hall remains the same as prior years, but physical distancing will be practiced among exhibitors, vendors and show attendees.

Exhibitors and vendors should plan their exhibits to maintain physical distancing guidelines and implement a cleaning/disinfecting protocol and provide a copy to show management at least 30-days prior to the auto show for review. Show management will review the enhanced cleaning protocol for consistency across all vehicle displays.

Show management will make periodic public service announcements through an overhead microphone to remind exhibitors, vendors, attendees and staff of proper hygiene and physical distancing. Currently, the announcement will be made every two hours starting at 11 a.m. through 8 p.m.

The Orange County Convention Center has implemented a health and safety announcement that will be played in the lobbies and concourse areas of the North Building. The overhead announcement will be played every 60 minutes starting at 8 a.m. through 8 p.m.

## **Test Drives**

Test drives, whether they occur inside or outside the exhibit hall, require that physical distancing will be practiced among exhibitors, vendors and show attendees. Activation companies should plan their test drive queue and the area where attendees enter/exit the vehicles to maintain physical distancing guidelines and implement a cleaning/disinfecting protocol.

## **Show Attendees**

We are encouraging attendees to purchase electronic tickets in advance and will have contactless ticket scanners at the entrance.

Show management will place information on the event website and on signage in the concourse areas reminding attendees and visitors to stay home, or in their hotel room, if they do not feel well or have any of the following symptoms:

*Fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.*

Show management will be conducting temperature checks on attendees at the show entrance and they will also need to complete an online self-declaration through their cellular smart phone or through a show-provided iPad. The iPad(s) are covered with an anti-microbial sheet that is good for 24-hours and will be changed daily.

## **Personal Protective Equipment (PPE)**

In accordance with local, state, and CDC guidelines and mandates, masks are required for all exhibitors, vendors, EACs, staff, and attendees to the Central Florida International Auto Show.

The auto show will have roving “Mask Ambassadors” who will remind attendees and exhibitors to wear their mask. Anyone who refuses to comply with the PPE mandate will be escorted out of the show.

## **Guest Hygiene and Transmission Prevention**

We will be conducting temperature checks on attendees at the show entrance and they will also need to complete an online self-declaration through their cellular smart phone or through a show-provided iPad. The iPad(s) are covered with an anti-microbial sheet that is good for 24-hours and will be changed daily.

For the health and safety of guests, the Orange County Convention Center has placed hand-sanitizing stations throughout the concourse in the North Building. Mobile hand washing stations will be relocated to high-traffic locations throughout the concourse.

The auto show will use Medical Station #7 as a quarantine room if needed during the event.