

SUGGESTIONS FOR PLANNING / KEEPING IN-PERSON EVENTS SAFE

- Prepare and pre-market videos on how buses will be maintained and cleaned after each use.
- Identify specific entrances and exits with signage.
- Use thermal scanning.
- Have a cool down center if someone does have a temperature - it could be they are just overheated from the walk or wearing a mask.
- Use digital badges on phones / may request a printed badge if necessary.
- Health security measures may be enforced and accepted especially with advance buy-in from attendees who know what is expected of them.
- The importance of Preparation - having plan A, B, C, D and E if necessary.



LEGAL CONSIDERATIONS

- Consider additional coverage for music licenses if you are rebroadcasting your sessions for digital events during or after the in-person event.
- As an organizer, you can implement a vaccine policy; however, there are two exceptions, those with medical exemptions and religious beliefs. Having such a policy prior to early fall may impact business as not everyone has equal access to vaccines.
- Organizers can also implement a code of conduct including mandatory masks despite governing laws. Think about how the policies will be enforced and consider not using staff or volunteers to do so.
- Consider short or set terms with agreements instead of multi-year agreements.
- Expect deposits, and for those to be asked for sooner.
- Prepare for heavier weighted cancellation fees.



- Regarding force majeure - language around 'commercially impracticable' should be included. Unforeseen or unforeseeable are terms to revisit.
- Ensure that your grocery list of catch all items has a catch all statement and not only includes a specific list or you could be held to the specific list that is listed.
- The industry could see a resurgence in clauses related to nondiscrimination.
- Event Cancellation insurance is worth getting a bid even though the scope of what is covered may be limited.
- Regarding tech agreements - always look for auto renewal clauses – those can be a 'gotcha'; consider if you want to pay fixed prices OR based on numbers like users, participants; consider virtual event insurance in case technology does not work.

- Regarding exhibitor agreements – build flexible agreements that allow for modifications, include force majeure clauses that address potential refunds/future credits, include code of conduct, i.e., mandatory masks and physical distancing policies.
- Build a data breach response plan.

Join us on the 3rd Friday of each month!