



COVID-19 Show Guidelines and Policies

At **NISTM 23rd ANNUAL ABOVEGROUND STORAGE TANK CONFERENCE & TRADE SHOW**, we're making the health and safety of our guests, team members, and our host community a top priority.

In the face of this continuing health crisis, we've created a comprehensive, multi-layered plan that will allow us to host an in-person conference and trade show. The protocols and policies are designed to provide an atmosphere where safety and hygiene safeguards are in place so you can focus on the conference activities.

Our plan follows the recommendations from state & local government, CDC guidelines, and the requirements of our venue, Rosen Shingle Creek - "[Know Before You Go](#)". Nevertheless, the success of our plan is founded on the personal responsibility of our attendees, and we trust in their knowledge and experience in helping to provide a safe conference experience for everyone.

Arrival Health and Safety Protocols

WHEN YOU GET HERE

Parking is available in the main parking lot opposite the Conference Center, and Valet Parking is available at the main entrance.

Facemasks are recommended for attendees while on the event grounds, but they are not required. We are relying on the personal responsibility of our attendees for a safe conference. Nevertheless, we are strongly recommending facemasks for unvaccinated attendees. It is also recommended that vaccinated attendees wear a mask while attending conference events that have larger gatherings of people. Free masks are available at registration and will be available throughout the show.

Attendees are requested to use hand hygiene, minimize contact, and allow for safe distances from other attendees.

Please follow signs to the registration area. Protocols will be in place at registration to minimize close personal contact. Be sure to collect your badge before entering any conference room or exhibit hall.

Conference and Trade Show Health and Safety Protocols

We're monitoring and following the health-screening advice given by state and local authorities. In addition, please use good judgment when deciding whether you're healthy enough to attend the event.

- If you're not feeling well, or are starting to show symptoms of any respiratory illness, please report to the medical team onsite for further evaluation

Our goal is to make the registration process quick, easy, and most of all, safe. Here's how you can help us keep things moving:

- If possible, please register for the conference & trade show in advance at www.NISTM.org
- Follow signage that explains proper distance at the Sebastian registration desk
- Your NISTM Registration Confirmation will be emailed with your personal QR Code. Follow the link to verify or update your registration information. Please print the ticket or bring your mobile device to the event registration desk. Scan your code for quick & easy badge printing.
- If you forget your mask, you can get one from the event registration staff. They'll be provided free to all attendees

Information for CONFERENCE SPEAKERS

If you're scheduled to give a presentation at the conference, please follow these guidelines to maintain a safe environment in the room:

- It is recommended, but not required, that you wear a mask until the time that you speak.
- Microphones, podium, and speaker area will be sanitized before and after each use.
- The podium has design distancing, so there will be an appropriate amount of space between you and the attendees in the audience.
- Contact Marshall Mott-Smith by email marshall@mott-smithconsulting.com or phone or text at (850) 591-1434 before speaking to limit exposure. Please provide bios by email in advance, but bring your presentation file on a jump drive and give it directly to him.
- We recommend keeping a safe distance when talking to attendees after your presentation.

CONFERENCE SESSIONS

- Appropriate distance will be provided between seating for the attendees.
- Conference notepads and pens will be in the conference bags to minimize the sharing of classroom materials.
- Masks and sanitizers will be provided in all conference sessions
- A supply of water, candy, notepads and pens will not be on conference tables to minimize exposure.
 - Notepads & pens will be inside your conference attendee bag
 - Water stations will be available in the back of the classroom
- On days of multiple tracks consider minimal changing of sessions

- It is recommended that attendees maintain a safe distance when going to or leaving from sessions

Information for EXHIBITORS ONLY

US Tradeshows is available to clean your stand. You'll find more information in your Exhibitor Kit. Please follow these guidelines while you're in the exhibit hall.

Guidelines & Recommendations

- Please make sure to disinfect your area frequently throughout the event, especially surfaces that are frequently touched.
- Be sure to include your own signage for promoting best practices.
- Exhibitor badges will be available on setup days, which means both avoiding the rush of opening day and having easy access to your exhibit space.
- Please try to keep an appropriate distance from other attendees and try to avoid handshakes or hugs.
- No giveaway prizes
- QR Codes will be on name badges to quickly gather contact information
- Masks are recommended for everyone inside the trade show area
- Hand sanitizers should be used inside the exhibit booth
- Please limit the amount of literature or create a contact-less means to distribute literature
- The exhibit layout will not be changed with spacing between booths
- Food traffic will be able to walk in any direction on the trade show hall
- It is a recommendation that staff working in exhibit booth be vaccinated. State of Florida requirements preclude any provisions that require the vaccination of individuals.
- Booths Setup hours: August 30, 2021 from 8am till 7pm
- Teardown time: September 1, 2021 at 1pm
- Trade Show Hours:
 - August 31, 2021 | 8:30am – 5:45pm
 - September 1, 2021 | 8:30am – 1:00pm

Additional NISTM Risk Management Revisions

- We have eliminated our annual lunch function to minimize the risk of contagion.
- The Welcome Reception will be spread out by opening the doors to the trade show. There will be a bar station and food inside. Attendees will have an option to go outside. !!
- The Cocktail Mixer will have several additional bars on the trade show floor. Also, there will be seating in foyer, pre-function area, trade show floor, and access to go outside.

Please help NISTM provide a successful conference by following the protocols for health and safety. We appreciate your cooperation!

KNOW BEFORE YOU GO

Your visit to Orlando is on the calendar and we are delighted to welcome you to our beautiful hotel and city. In this new landscape in which we are responding to a world pandemic, a few things have been modified throughout our hotel. Your health and safety during your upcoming stay with us is our utmost priority. Therefore, we suggest that you add the following to your travel checklist as you prepare for your upcoming trip to Orlando and Rosen Hotels & Resorts.

Check Your Bags and Transportation Options

- Check your departure city airport for their travel guidelines and regulations.
- **TSA has released updated security procedures** for air travel, including social distancing measures and touchless processes, as passengers move through security checkpoints. TSA is also allowing one liquid hand sanitizer container, up to 12 ounces per passenger, in carry-on bags.
- Check the **Orlando International Airport** for arriving regulations.
- Review transportation options for a rental car. Our partners are Mears Transportation or Enterprise Rental Car.
 - * **Mears Transportation COVID-19 response**
 - * **Mears Reservations**
 - * **Enterprise Rental Car Reservations**

In accordance with CDC guidance, vaccinated and unvaccinated individuals are highly encouraged to wear face coverings in all indoor public areas.

Check In and Out from Your Smartphone

On your arrival day, you can check in remotely through your smartphone. Your confirmation email will have more details on this service.

Mobile Keys

At check-in, you may request a mobile key that provides touchless control for your guestroom door lock. To request a mobile key at check-in, please download the JustIN app for your Apple or Android phone by scanning the QR code below. Register your phone in the app before checking in. Upon request, the front desk agent will issue a mobile key to your profile in the app.

Guest Health

Rosen Hotels & Resorts is restricting check-in to anyone, including an attendant to an event, with knowledge that they have a COVID-19 infection or to unvaccinated individuals who have recently been exposed to the virus. Please thoroughly read the following:



By entering the premises, you are affirming and attesting that:

- You do not have a COVID-19 infection and are currently not experiencing or displaying, and have not in the last 14 days experienced or displayed, any of the symptoms consistent with COVID-19 (e.g. fever, respiratory symptoms, shortness of breath, etc.).
- If unvaccinated and you have not in the last 14 days had any close direct contact with anyone who is either confirmed or suspected of having COVID-19, including anyone who was experiencing or displaying any of the known symptoms of COVID-19.

If you or anyone you are traveling with cannot affirm or attest to the above, we will gladly reschedule your reservation so that you may stay with us in the future or we will cancel your stay without penalty.

A risk of exposure to COVID-19 exists in any public place where people are present. According to the CDC, COVID-19 is an extremely contagious disease that can lead to severe health consequences. By visiting Rosen Hotels & Resorts you voluntarily assume all risks related to exposure to COVID-19. Please follow all posted recommendations highlighting social distancing and preventive measures while visiting our property. We appreciate your understanding and cooperation as we work together to maintain a safe environment.

ROSEN'S TOTAL COMMITMENT TO YOU



Rosen Hotels & Resorts remains committed to the safety and well-being of our guests and associates. Times like these demand we operate above and beyond to meet your expectations, which is why we have launched Rosen's Total Commitment – a program dedicated to the highest standards of cleanliness, safety, and well-being – as part of our efforts to reduce exposure to the effects of the global pandemic. In this endeavor, experts from our company's nationally recognized RosenCare™ healthcare program have partnered with a specially appointed task force to develop stringent health and safety measures that expand on our company's already superior level of hygiene and cleanliness.

Our Total Commitment program has received a seal of approval from Ecolab and the Global Biorisk Advisory Council (GBAC).

WHAT TO EXPECT WHEN YOU ARRIVE

Hotel Services

- Our renewed safety measures provide for limited housekeeping service every fifth and eighth day of your stay. All rooms and common areas are cleaned with an FDA-registered hospital-grade disinfectant.
 - * Fifth Day – Housekeeping will access your room to remove trash and replenish amenities.
 - * Eighth Day – Staff will repeat the services from the fifth day and replace linen.
- Should you need clean towels, linen, or amenities before the scheduled service, please dial 88, and one of our associates will bring you the requested item. Due to current health circumstances, we are unable to enter your room to replace the linen or towels.

- The hotel will continue to conduct daily wellness checks. If you prefer to keep staff out of your room while in-house, you may request a staff member only look in your room but not enter.

Personal masks and hand sanitizer may be available for purchase at the hotel. Ask a front desk agent for more details.

DINE WITH CONFIDENCE

Our food safety standards have been enhanced to meet government regulations and social distancing measures so guests can continue to enjoy a worry-free dining experience.

- QR codes allow guests to browse menus from personal devices. Depending on the venue, menus may also be posted, printed for single use, or disinfected after each use.
- Guests may receive upon request condiments and straws in single-serve packets or which has been wrapped individually.

Relaxation Redefined

Our recreational facilities have implemented additional measures or elevated existing protocols to ensure we meet your expectations.

- The fitness center asks guests to disinfect equipment after each use.
- The spas at Rosen Centre and Rosen Shingle Creek highly encourage reservations.
- Shingle Creek Golf Club at Rosen Shingle Creek offers contactless payment options at the Golf Shop.

Flexible Meetings and Gatherings

The GBAC awarded Rosen Shingle Creek the esteemed accreditation into its performance-based GBAC STAR™ Facility program. This acknowledges that the hotel's protocols for cleaning, disinfection, and infectious disease prevention to protect guests and associates complies with GBAC's 20-point auditing system.

If you're attending a meeting, we have plenty of room to accommodate social distancing and ease your crowding concerns.

- Meeting room sets can provide social distancing based on group requests and space availability.
- Banquet service standards and processes can be altered based on group preferences and availability.
- Both virtual and on-site meeting planning is available. We can accommodate on-site planning while following appropriate physical distancing protocols.

If you're planning on attending a conference, event, or meeting at the Orange County Convention Center, [click here to review their latest guidelines.](#)

Our commitment to the safety and well-being of our guests and associates will remain at the heart of our service to you. Please contact the hotel front desk should there be any further information you need to prepare for your upcoming visit. We value your support and look forward to your upcoming stay.