

13th July 2021

General Shavendra Silva
Commander of the Sri Lanka Army
Office of the Chief of Defence Staff
Block No. 5, BMICH
Buddhaloka Mawatha,
Colombo 7

Dear Sir,

Request to restart the Trade Fair Industry

We the Sri Lanka Association of Professional Conference, Exhibition & Event Organisers (SLAPCEO) wish to take this opportunity as the only association representing Trade Fair Organisers in Sri Lanka to request approval to restart our industry.

As you are aware, Exhibitions and Conferences are a significant part of the MICE Tourism Industry which brings in around 15% to 20% of tourism in Sri Lanka. While we thank the government for allowing conferences to take place with limited numbers, we also wish to request you to look at the possibility of allowing Trade Fairs at BMICH to resume at least by 1st of September 2021.

We ensure that we will adhere to strict guidelines as we did during the time of restarting trade fairs after the first and second lockdowns. We also wish to mention that there had never been even a single reported covid 19 transmitted case through any trade fair held at BMICH during this period. We feel that the reason for this is because of the strict adherence of the below guidelines by our Association members and BMICH.

Following are the guidelines which were implemented at our Trade Fairs in the BMICH premises during the past two occasions that we reopened for business.

- Revised capacity of visitors in each venue and separate waiting areas to be reserved for the visitors till they get the opportunity to visit.

Visitor Calculation for 4430 sqm Exhibition Centre

A & B – 600 visitors per hour Exhibition Centre

C – 150 visitors per hour Exhibition Centre

E – 100 visitors per hour

- Access controlling & avoiding cross movements to be managed by the organizers maintaining the 01 meter distance.
- Western Car Park to be utilized as a waiting area.
- Washing of hands or sanitizing prior entering the premises & at the venues is a MUST.
- Wearing a face mask is a MUST.
- Body temperature will be checked prior entering to the premises & a representative appointed

by the exhibition organizer to be present at the Main Gate & Gate 04.

- Sanitizer stations to be maintained by the organizers at the entrance & inside the venues.
- Visitors/ Organizers/Stall holders having fever with or without respiratory symptoms such as cough, runny nose, sore throat and shortness of breath will not be allowed to enter the premises.
- Educating the exhibitors about the guidelines prior to the exhibition via a feasible platform.
- The management of BMICH encourage the organizers to have a health help desk.
- Visitors/ Organizers/Stall holders should refrain from any physical contacts with others.
- All booths should have sanitizers & the counter-tops including common contact surfaces should be disinfected before the exhibition opens to the public & should be maintained throughout the exhibition.
- If required, sampling of food & beverages to be conducted as per the guidelines issued by the Ministry of Health.
- The contact details of the visitors to be submitted to the Reservations Department after the exhibition.
- COVID control messages to be played every ½ hour during the exhibition.

Considering the above, we would appreciate if you could grant us approval to conduct trade fairs at BMICH from 1st of September 2021. As we need at least one month to plan and organize a trade fair we would appreciate if you could grant us a letter of approval as soon as possible so that we may proceed with our organizational work towards opening our Industry from September.

In this regard, we would very much appreciate if you can grant us a meeting. In the event you have any further clarification please don't hesitate to contact me on 0777915933.

Thanking you.

Yours sincerely,



Imran Hassan
President