

Company Regulations

1. Scope

The present Company Regulations apply to tenants, event organisers, exhibitors (which also includes co-exhibitors), stand construction crew and suppliers (hereinafter collectively called "users") and visitors to the centre and on the premises of BERNEXPO AG (hereinafter called "lessor") and to the additional areas associated with the respective event (hereinafter called "exhibition site").

2. Domiciliary rights

The lessor exercises domiciliary rights over the entire exhibition site. The lessor, and the event management on their behalf, are entitled to issue instructions to anyone on these premises and enforce compliance therewith. The event management is subject to the instructions of the lessor.

3. Opening times and access rights

3.1 Opening times

The opening times of the exhibition site will be announced to the users and visitors in good time. For safety reasons the premises remain closed outside of the communicated times.

3.2 Access rights

Only those with a valid pass (exhibitor ticket or access pass) or a valid admission ticket can access the exhibition site. Special regulations may be issued in terms of access rights for individual events.

3.3 Additional charges

Anyone who causes additional charges in terms of security, lighting etc. as a result of entering the trade show centre outside of the set times, may be invoiced for these charges.

4. General services

4.1 General heating and lighting

General heating and lighting of the exhibition halls and buildings is organised by the lessor.

4.2 Installations

Installations of supply and outlet connections such as electricity, water, gas, telephone equipment and infrastructure cleaning may only be ordered via the lessor. To ensure that the electrical and safety requirements are observed, the lessor decides which qualified people install these connections. Within the stand, installations may also be carried out by other recognised qualified people, who shall be named at the lessor's request. The event management is entitled, but not obliged, to check and issue instructions. In the event of damage, the user is liable for damages caused by installations that they arranged. The user is liable for damages resulting from unchecked energy consumption that they initiated.

4.3 Complaints

Complaints shall be made to the event management without delay about unsatisfactory services or faulty installations, otherwise any resulting claims shall be forfeited.

4.4 Hall manager

The event organiser is obliged to bring in and pay for the lessor's hall manager to manage the infrastructure on the exhibition grounds for the entire duration of the event, i.e. during set-up, the event itself, and the dismantling period. Their hourly rates can be found on the current price list of the "Event organiser service catalogue" provided by the lessor.

4.5 Cleaning service

The cleaning service, including the toilet service, though not including stand areas, is compulsory and is organised by the lessor. The hourly rates can be found on the current price list in accordance with the lessor's "Event organiser service catalogue".

4.6 Additional costs

Each user accepts the additional costs they have caused, for example, for lighting and sound for presentations.

5. Stand construction

5.1 Delivery/removal

The precise times and regulations and provisions for delivery are announced for each event. Transport drivers must comply with the requirements of the lessor, the event management, the hall managers, the security service and the traffic police.

Transporting exhibits during the event opening times is not permitted. Items must be delivered to stands before the halls are opened or after they are closed to visitors. Transporting or replacing exhibits during the event requires the express authorisation of the event management.

5.2 Design

Users must abide by the guidelines contained in the current "Technical information on the halls" provided by BERNEXPO AG. The area allocated according to the stand positioning plan is available to the user. No exhibits, promotional material or other equipment are permitted to protrude over the stand's boundaries. The stand's boundary line corresponds to the maximum extension, and no extension over this line is permitted.

Promotional material shall be designed and installed in such a way that does not undermine the interests of the other users and visitors.

The stands shall be clearly identified with the name and address of the company.

No structural changes to the exhibition grounds may be made without prior agreement with the lessor. Fixing stand construction material to hall walls, floors and ceilings using nails, screws, staples or similar items, and painting over or extensively pasting the hall floor, concrete walls, pillars and the hall ceiling (including ventilation ducts) are prohibited. Carpet tape, posters etc. shall be carefully and cleanly removed once the stands have been dismantled.

The user is entirely liable for all damages caused by the user, their personnel or contractors, for example, to hall walls, floors and ceilings or to people, for instance during set-up or dismantling, as a result of incorrectly fixing stand construction or similar material. Multi-storey stand constructions require the prior authorisation of the event management.

All evacuation routes indicated on the plans must be kept clear. Fire extinguisher sites, fire extinguishers and all other safety equipment must be freely accessible. Stand construction material and empty packaging may not be stored in the halls. The user will bear the cost of the event management removing any unauthorised, stored material.

Stand equipment that does not comply with the general and special provisions, must be removed at the request of the event management or can be taken away by the event management at the expense of the user. In this case, any liability for damage to stand exhibits is rejected.

5.3 Hall ceiling, walls, floors (halls and outside),

For safety reasons, all suspensions directly attached to the hall ceiling (beams, brackets, steel cables etc.) may only be installed by BERNEXPO or by companies contracted by BERNEXPO.

Large-scale ceiling suspensions require authorisation from the lessor. The detailed plans with load details per suspension point shall be submitted by the user by the submission deadline for technical orders at the latest, using the lessor's official order form, which can be found in the technical documentation. If an engineering firm needs to be contracted for the authorisation process, this is at the expense of the user and will be charged on the final invoice. Details relating to ceiling suspensions can be found in the current "Technical information on the halls" and the current "Service catalogue" of BERNEXPO AG.

The lessor shall not be liable for suspensions that have not been requested or authorised. Any damages associated with these suspensions are accepted in full by the user, as well as all costs incurred to restore the original state. The lessor is entitled to change or remove installations that do not comply with regulations or the state of the art, at the expense of the user. The user has no claim to compensation or reimbursement for resulting damages or costs.

Floor coverings (carpets etc.) may only be laid on the area rented by the user. It is prohibited to lay any floor covering in the aisles. Exceptions to this are only approved by the event management.

5.4 Outside

Any type of anchoring outside, particularly hammering nails, tent pegs or other fixings in the floor covering, is not permitted. Stands and marquees shall be secured against the wind, weather and snow load, for example, by attaching weights.

5.5 Safety after the trade show

The user must ensure that occupational safety is guaranteed after the trade show and the stand's lighting and electrical equipment (except for refrigerators, freezers or similar appliances) are turned off.

5.6 Occupational safety

The user is responsible for the safety of its employees, assistants and contractors as part of the applicable accident prevention regulations. Users must comply with the instructions of the event management in this regard.

5.7 Vehicle traffic

The rules of the Swiss Road Traffic Regulations (StVO) apply on the exhibition grounds. Vehicle engines must be turned off during loading and unloading. There is a restricted winter road clearance on the exhibition grounds. Driving on the premises and the exhibition site used during the event by bikes, motorbikes, segways, skateboards or other equipment is prohibited for safety reasons.

6. General provisions

6.1 Presentations

Presentations that cause noise, dust or odours are prohibited. Insofar as there are no associated objectionable immissions, the function of exhibits may be demonstrated.

6.2 Music and loudspeaker equipment

Music performances and loudspeaker equipment are only allowed by authorisation of the event management. Consideration must be given to the interest of other users and visitors. The event management reserves the right to deactivate the equipment if the user does not comply with the first request to lower the volume.

Playing music – even if this is just for the private enjoyment of sales personnel – is subject to a charge. Guest events require the user to obtain a permit from the Cooperative Society for Music Authors and Publishers in Switzerland (SUISA) in good time. Each user is regarded as the event organiser of performances at their stand in the case of guest events, and accepts liability for any resulting copyright infringements, releasing the lessor from this liability.

6.3 Volume control/laser

Subject to the instructions of the event management, musical presentations may be given up to a maximum volume (average sound level over 60 minutes) of 93 dB (A). Performances that exceed 93 dB (A) or in which lasers are used, require the user to advise the city of Berne of this at least 14 days before the event (Event management, Predigerstrasse 5, PO Box, 3000 Bern 7; e-mail: veranstaltungsmanagement@bern.ch). The legal regulations and restrictions – particularly in accordance with the Sound Levels and Laser Ordinance of the Swiss Federal Council (Swiss Law 814.49), the Noise Abatement Ordinance of the Canton of Berne (Berne Systematic Collection of Cantonal Law 824.761) and the Regulations to control occupational and residential noise of the City of Berne – and restrictions in authorisations must be observed. Equalising zones should be authorised by the event management.

6.4 Advertising/promotional material

Games, free prize draws and competitions of any kind are only permitted with the consent of the event management. Users must adhere to the provisions of the Federal Act on Lotteries and Commercial Gambling (Swiss Law 935.51) and the Lottery Act and the Lottery Ordinance of the Canton of Berne (Berne Systematic Collection of Cantonal Law 935.52 and 935.20).

Advertising outside of your own stand is only allowed with the consent of the event management.

It is prohibited to advertise in any way without authorisation on the entire premises of the lessor, in the halls and on the areas associated with the respective event.

6.5 Posting

The lessor reserves the right to hang billboards (F4 and F12) and giant posters in the exhibition halls and in the outside area. It can transfer this right to third-party companies. Event organisers receive a commission in consultation with the lessor of the gross earnings of the lessor generated by posters as part of the respective event.

6.6 Catering

The lessor is in charge of catering. Providing complimentary drinks and snacks to customers is permitted. Providing entire meals is not permitted. Exceptions may be authorised by the lessor. The Swiss Federal youth protection regulations and those of the Canton of Berne must be adhered to with regard to providing alcohol and tobacco products. In particular, it is prohibited to provide any alcoholic drinks to young people under 16 and spirits or tobacco products to young people under the age of 18.

6.7 Animals on the exhibition grounds

Animals are, in principle, not admitted on the exhibition grounds. The lessor may authorise exceptions for individual events. This regulation does not apply to service or rescue dogs, or dogs for the disabled.

6.8 Fire alarms

The buildings are fitted with fire alarms. If equipment is used that produces fog or smoke, for example, this requires the lessor's authorisation. Requests need to be submitted to the lessor via application at least 30 days before the start of the event.

The distance of fixtures to sprinkler nozzles must be at least 30 cm horizontally and at least 50 cm vertically. Multi-storey stands need to be approved by the competent authority (Berne fire brigade) with a building plan. To avoid adversely affecting sprinkler protection, stands in halls with sprinkler systems must always be open at the top. Ceilings are considered open if no more than 50% per square metre of the roof of the stand is covered. Sprinkler-compatible ceilings with a mesh size of at least 2 x 4 mm or 3 x 3 mm are permitted up to 30 m² in size. Individual fields can be added. Tarpaulins are to be hung horizontally and only in one layer. Tarpaulins should not be allowed to sag. Wall installations must not impair the efficiency of the sprinklers.

6.9 Fire and smoking ban

A fire and smoking ban applies to all enclosed areas of the lessor. The Act on the Protection from Second-hand Smoke of the Canton of Berne (Federal Law 811.51) must be observed.

6.10 Post

Postal mail and courier deliveries are generally delivered to the trade show office. Postal mail should be addressed as follows: Name of user, name of event, hall number, stand number, BERNEXPO AG, Mingerstrasse 6, 3014 Bern.

6.11 Pricing

For goods that are offered for purchase, please observe the detailed provisions of the Ordinance on the Notification of Prices of the Swiss Federal Council (Swiss Law 942.211). The user bears responsibility for following these provisions and is liable pursuant to the ordinance.

7. Fire safety regulations

7.1 Duty of care

Everyone must handle heat, electricity and other types of power with flammable substances and goods carefully and use machines, apparatus and similar equipment to avoid fires and explosions. In rooms with a high occupancy, open flames are not permitted (Cantonal Fire Insurance Association – VKF) including the use of heating systems.

People who are responsible for supervising others must be vigilant that these people are instructed and take the necessary precautions.

Anyone that discovers a fire or evidence of a fire must alert the fire brigade and endangered persons immediately. Everyone is obliged to take appropriate fire protection measures in accordance with the following provisions:

- Fire Safety and Fire Brigade Act of the Canton of Berne (Berne Systematic Collection of Cantonal Law 871.11)
- Fire Safety and Fire Brigade Ordinance of the Canton of Berne (Berne Systematic Collection of Cantonal Law 871.111)
- Fire safety standards of the Cantonal Fire Insurance Association (VKF, Bundesgasse 20, PO Box, 3001 Berne; Tel. +41 31 320 22 22; www.vkf.ch)
- Fire safety bulletin (BSM) 10 of the buildings insurance of the canton of Berne for temporary events (GVB, Papiermühlestrasse 130, 3063 Ittigen; Tel. +41 31 925 11 11; www.gvb.ch)

7.2 Construction materials

Construction materials, structures and decorations must comply with the fire protection regulations, in particular the guidelines of the VKF standards. Highly flammable and fast-burning materials and those that produce puddles or toxic gases in the event of a fire, are not permitted. In principle, only those materials can be used that conform to at least flammability class 5 and smoke class 3 in accordance with VKF standards,

i.e. materials that are hard to ignite, only continue to slowly burn or char with an additional heat source and only produce low levels of smoke. Exceptionally, smaller quantities of decoration materials may be used that fall below flammability class 5 or smoke class 3 if they are treated with anti-fire spray. In this case, users require authorisation from the Berne fire brigade and the event management. Fresh wood chips may be used for floor decoration but must be kept damp by constant wetting for the entire duration of the exhibition.

7.3 Highly flammable substances

It is prohibited to use or store highly flammable or explosive substances such as liquid gas in the halls and rooms of the lessor. Air balloons may only be filled with compressed air or helium gas. Highly flammable substances such as butane or propane gas may be permitted exceptionally, if they are required to demonstrate the purpose of an exhibit. The user must obtain authorisation from Berne fire brigade and the event management to use and store these gases. Pyrotechnic articles may not be used. Their storage and sale require authorisation. To use pyrotechnic show effects the user must obtain authorisation at least 30 days before the event from the lessor. The relevant legal provisions must be observed.

7.4 Hot plates

Hot plates may only be set up and operated with the consent of the event management. Cooking with gas is generally prohibited in the lessor's halls and rooms.

Exceptions and hot plates outside may be authorised by the event management.

Deep fat fryers must be a minimum distance of 0.5 m horizontally and 2 m vertically away from flammable material. If the distance is less than this, the flammable material must be covered with fire-resistant material within a radius of at least 0.5 m from the source of danger. A distance of at least 10 m shall be maintained from the extraction ducts of ventilation systems.

Hot plate operators must adhere to the following restrictions:

- Only gas bottles that are connected to a consumer may be stored in the kitchen. Full and empty gas bottles must be stored outside the premises.
- Large gas bottles must be stored outside the premises. The bottles must be secured to prevent falling and protected from the sun.
- Hand-held fire extinguishers must be available: in the kitchen: 1 x CO₂ 6 kg or 2 x CO₂ 3 kg;
in the restaurant: up to 100 m²/50 seats = 1 x 8-litre water mist, above 100 m²/50 seats = 2 x 8-litre water mist

7.5 Evacuation routes

Evacuation, escape and access routes must be clear at all times. Emergency exits, stairs, landings, corridors, aisles, doors, fire alarms, extinguishers, distributor boxes, gas and water lines, must always be kept clear and must not be obstructed, constricted or manipulated by stands or other objects.

Evacuation, escape and access routes must be clearly identified.

Users are obliged to provide their stands with the following evacuation routes:

- Closed stands with evacuation routes that are less than 20 m in length must have one exit.
- Closed stands with evacuation routes that are greater than 20 m in length must have two independent exits.
- Closed stands with a basic area of larger than 400 m², must have three exits.
- Multi-storey stands must have emergency stairs on the upper floors.
- Upper floors of more than 50 m² in area and closed upper floors must have two independent emergency staircases.

7.6 Official inspection

An official inspection (building approval) will take place before the opening and approval of the exhibition.

Fire safety deficiencies that are objected to during the inspection need to be rectified before the event opens as required by the fire brigade. Costs incurred as a result of altering a stand are borne by the user.

8. Health and safety regulations

8.1 Basic principles

In particular when providing food, users must take sufficient hygiene precautions in line with the following

legislation:

- Federal Law and Ordinance on Foodstuffs and Consumer Products (Swiss Law 817.0; Swiss Law 817.02)
- Federal Hygiene Ordinance (Swiss Law 817.024.1)
- Introductory regulation of the canton of Berne on the Swiss Confederation's Foodstuffs Act (Berne Systematic Collection of Cantonal Law 817.0)

The lessor recommends users observe all the information documents of the Kantonales Laboratorium, Abteilung Lebensmittelinspektorat, Muesmattstrasse 19, 3000 Bern 19; Tel. +41 31 633 11 55; www.gef.be.ch.

8.2 Basic hygienic precautions

- Wash hands with soap
- Refrigerate perishable food, meat and meat products (below +5 C° or +2 C°).
- Food that is laid out for consumption: protect against contamination (cover, package etc.)
- Work surfaces (tables, grill etc.): provide protective equipment (splatter guard etc.) to the visitor's eye level or set up barriers at an appropriate distance

9. Liability and insurance

The lessor accepts no liability for damage or loss of foreign objects in the exhibition site. This applies to all physical and legal persons, relates to any objects and applies at all times. In particular, the disclaimer relates to the damage, loss and confiscation of exhibits, stand equipment and personal objects of users and visitors. No objects may be stored on the lessor's premises and the lessor does not accept any duty of care within the meaning of Section 472 of the Swiss Code of Obligations. Each user is solely responsible for their stand, their material and for the safety of their equipment. They accept full liability for damages caused by themselves, their colleagues, or contractors, for example as a result of improper stand construction or demonstrations. The lessor accepts no liability for these damages.

The user is obliged to appropriately secure their equipment and exhibits against fire, natural damage, water, theft and any other damage during the entire time they are on the exhibition grounds and to take out liability insurance. The event management can request relevant documentation. Insurance cover can be obtained via the general policy of the lessor. Application forms can be requested from the lessor.

Both users and visitors are fully liable for any damages caused by them and exempt the lessor from third-party claims in this regard.

10. Final provisions

10.1 Other regulations

Users and visitors will independently obtain information about and follow all mandatory laws, ordinances, technical guidelines, official requirements and other mandatory provisions.

Further provisions may be applicable to certain users, such as guest event organisers or exhibitors, when signing a contract with the lessor.

10.2 Validity

When users and visitors enter a contractual relationship with the lessor, they accept the Company Regulations as binding and are also responsible for making their employees, assistants and contractors aware of these and ensuring their compliance.

Exemptions granted by the lessor, which differ from the provisions of the Company Regulations, must be in writing to be valid. Instructions given by the event management or lessor that exceed the provisions in the Company Regulations may be made verbally.

If one or more clauses of the Company Regulations are not enforceable or become void, this does not affect the validity of the remaining provisions.

The void provision in this case is replaced by a valid provision which is as consistent as possible with the original intention of the void provision.

10.3 Applicable law and place of jurisdiction

Disputes arising from these Company Regulations are subject to Swiss Law. The German version takes precedence over translations with regard to questions of interpretation. The place of jurisdiction is Berne.