

Rules of Operation

1. Scope

These Rules of Operation apply to lessees, organisers, exhibitors (whereby co-exhibitors are also implied), stand constructors, suppliers and visitors (referred to hereunder collectively as "users") in the premises and on the grounds of BERNEXPO AG (referred to hereunder as the "lessor") and any additional areas connected with the particular event.

2. House rules

The lessor will impose the house rules on the entire exhibition site. The lessor and in his place the event management are authorised to issue and implement instructions on this site that apply to everyone. The event management is subject to the instructions of the lessor.

3. Opening times and right of access

3.1 Opening times

The opening times of the exhibition site will be made known to users in good time. For reasons of safety, the premises remain closed outside the times stated.

3.2 Right of access

Access to the exhibition site is only available to those who can show a valid pass (exhibitor ticket or admission pass) or a valid admission ticket. For some individual events special rules covering access authorisation can be issued.

3.3 Additional costs

Anyone causing additional costs for security, lighting, etc. as a result of using the exhibition site outside the times specified can be invoiced for the same.

4. General services

4.1 General heating and lighting

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

4.2 Installations

The installation of connections for utilities and disposal, such as water and electricity, may only be ordered via the lessor. In order to ensure that electrical and safety requirements are complied with, the lessor will decide what specialist personnel will undertake these installations. Inside the stand, installations can also be undertaken by other recognised specialist personnel, whose names must be made known to the lessor on request. The event management is authorised, but not obliged, to check and issue instructions. In the event of damage or injury, the user is liable for these if caused by the installation. The user is liable for damages or injury which results from the uncontrolled consumption of energy.

4.3 Complaints

Unsatisfactory services or faulty installations are to be reported to the event management without delay, or any claims resulting from the same will be forfeited.

5. Stand construction

5.1 Delivery/removal of goods

The precise times, as well as delivery regulations and specifications, will be made known for each event. Drivers must comply with the directives of the lessor, event management, hall supervisors, security service and transport police.

The transportation of exhibits during the opening times of the event is not allowed. Late deliveries to stands must take place before halls open or after they have closed to visitors.

The transportation or replacement of exhibits during the event requires the express authorisation of the event management.

5.2 Stand configuration

Users must abide by the guidelines included in the "Technical information regarding exhibition halls", as amended, of BERNEXPO AG. The space is made available to the user according to the placement plans. No exhibits, publicity material and other equipment may protrude beyond the stand boundary. The stand boundary line corresponds to the maximum dimensions, beyond which nothing may extend.

Publicity material is to be designed and displayed in such a way that it does not impact upon the interests of other users. Stands must show the name and address of the company in such a way as to be easily visible to visitors.

No changes to the construction of the exhibition site can be made without the prior agreement of the lessor. The affixing of stand construction materials to hall walls, floors and ceilings using nails, screws, staples or the like, as well as the overpainting or application of adhesives to large areas of the hall floor, concrete walls, pillars or hall ceiling (including ventilation ducting) is strictly prohibited. Adhesive carpet tape, posters, etc. are to be carefully and cleanly removed after the dismantling of stands.

The user will be entirely liable for all damage or injuries caused by himself, his personnel or contractors, e.g. to hall walls, floors and ceilings or to persons, for example during stand building or dismantling, as a result of the incorrect fixing of stand construction materials or the like.

All multi-storey stand constructions require the prior approval of the event management. All escape routes shown on the plans must be kept clear. All fire extinguisher points, fire extinguishers and all other safety equipment must be kept freely accessible.

Stand construction materials and empty packaging must not be stored in the exhibition halls. Any materials disposed of in an improper manner can be removed by the event management and the user charged for the removal service. Stand equipment which does not comply with general and particular regulations must be removed if requested by the event management or can be removed by the event management at the user's cost. In this case, any liability for damage to stand goods will be declined.

5.3 Walls, floors (halls and open air exhibition grounds), hall ceiling

Floor coverings (carpets, etc.) may only be laid on the area rented by the user. No floor coverings are allowed in the aisles. Exceptions may only be authorised by the event management.

It is strictly prohibited to suspend screens, shades or any other stand equipment from ventilation ducts, power and lighting tracks, cable ducting and pipework.

Details of ceiling hangings are to be found in the "Technical information regarding exhibition halls", as amended, and the "Catalogue of articles and services", as amended, of BERNEXPO AG.

5.4 Open air exhibition grounds

All forms of anchoring to the ground, and especially hammering in nails, tent pegs or other fastenings are not allowed in the open air exhibition grounds. Stands and tents are to be secured against the effects of wind, weather and snow, e.g. by applying weights.

5.5 Safety after the fair closes

After the trade fair closes, the user has to make sure that operating safety is still guaranteed and that all lights and electrical equipment on the stand (with the exception of refrigerators and freezers, etc.) are switched off.

5.6 Health and safety at work

The user is responsible for the safety of his employees, helpers and contractors within the context of the accident prevention regulations, as amended. The relevant instructions of the event management must be complied with here.

5.7 Vehicular traffic

On the exhibition site, the rules of the Road Traffic Regulations shall apply. Vehicles must turn off their engines during unloading and loading in the halls. There is a limited snow clearance service on the exhibition site. For reasons of safety, it is strictly prohibited to ride bicycles, motorcycles, Segways, skateboards and the like on the exhibition site during the event.

6. General regulations

6.1 Product demonstrations

Demonstrations that cause noise, dust and smells are strictly prohibited. The operation of exhibits may be demonstrated, as long as no disturbing noise, pollution, etc. is involved.

6.2 Music and PA systems

Playing music and PA systems are only allowed with the authorisation of the event management. In this respect, the interests of other users must be taken into consideration. The event management reserves the right to turn off the system if the first request to reduce the volume is ignored.

Every performance of music - even only for the private use of sales personnel - is subject to a charge. It is up to the user to seek the permission of the Cooperative Society of Music Authors and Publishers ("SUISA") in good time. Every user is regarded as the organiser of performances on his stand, assumes liability for any resulting infringements of copyright and exempts the lessor from the same.

6.3 Loudspeaker volume/laser devices

Subject to the instructions of the event management, musical demonstrations may only be played up to a maximum volume of 93 dB (A) (average level over a 60 minute period). For demonstrations that exceed 93 dB (A) or that also feature laser devices, the city of Berne is to be informed at least 14 days before the event (Veranstaltungsmanagement, Prediger-gasse 5, Postfach, CH-3000 Bern 7; e-mail: veranstaltungsmanagement@bern.ch).

Statutory regulations and requirements - and especially according to the Noise and Laser Decree of the Federal Council (SR 814.49), the Noise Protection Decree of the canton of Berne (BSG 824.761) and the Regulations to combat commercial and domestic noise of the City of Berne, as well as requirements for authorisation must be complied with. Balancing zones are to be authorised by the event management.

6.4 Advertising/publicity material

It is only allowed to conduct prize draws, free raffles and all types of competition with the approval of the event management. The provisions of the Federal Law on lotteries and commercial gambling (SR935.51), as well as the Lottery Act and Lottery Decree of the canton of Berne (BSG 935.52 and 935.20) must be complied with.

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

It is strictly prohibited to carry out any type of advertising on the entire exhibition site of the lessor, in the halls, as well as on any sites connected with the particular event without authorisation.

6.5 Catering

The lessor will take care of all catering facilities. However, it is permitted to hand out free drinks and snacks to customers. Giving out complete meals is strictly prohibited.

The legal provisions for the protection of children and young persons of the Swiss Confederation and the canton of Berne relating to the handing out of alcohol and tobacco products must be complied with. Particularly prohibited is handing out alcoholic drinks to young people under 16 years of age, as well as distilled alcoholic drinks or tobacco products to young people under 18 years of age.

6.6 Animals on the exhibition site

Basically, animals are not allowed on the exhibition site. However, the lessor can approve exceptions for certain events. This regulation does not apply to police, rescue and guide dogs, etc.

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6.7 Fire alarm systems

The buildings are protected by fire alarm systems. If devices are used which generate fog or smoke, for example, they require the authorisation of the event management. The distance of fixtures and fittings from sprinkler nozzles must be at least 30 cm horizontally and at least 50 cm vertically. Multi-storey stand constructions are to be approved by submitting plans to the responsible authority ("BF" Berne). In halls with fire sprinklers, so as not to adversely affect sprinkler protection, stands must be open at the top. Ceilings will be regarded as open if no more than 50% of the roof space of the stand structure is closed in relation to the individual m². Ceilings suitable for sprinkler use with an aperture size of at least 2 x 4 mm or 3 x 3 mm are allowed up to a field size of 30 m². Individual fields can be added. Tarpaulins are to be hung horizontally and only in one layer. The sagging of tarpaulins is to be prevented. Wall-mounted installations must not impair the effectiveness of sprinklers. Point 3 is to be applied analogously.

6.8 Fire and smoking ban

There exists a fire and smoking ban in all closed rooms of the lessor. The Law to protect against passive smoking of the canton of Berne (BSG 811.51) must be complied with.

6.9 Postal consignments

Basically, postal and courier consignments will be delivered to the Exhibition Organisers' Office. Items sent in the post should be addressed as follows: Name of user, name of event, hall number, stand number, BERNEXPO AG, Mingerstrasse 6, CH-3014 Berne, Switzerland.

6.10 Publication of prices

In the case of goods offered for sale, the detailed regulations of the Decree on the publication of prices of the Federal Council (SR 942.211) must be complied with. The user bears responsibility for compliance with these regulations and is personally liable according to the requirements of the decree.

7. Fire regulations

7.1 Duty of care

Everyone must deal responsibly with heating, electricity and other forms of energy, with materials and goods susceptible to fire, as well as using machines, apparatus and the like in such a way as to prevent fires and explosions. In rooms where many people congregate, open fires are not allowed (Association of Cantonal Fire Insurers), including the putting into service of heating systems.

Persons who supervise others must make sure they are instructed and apply the necessary preventive measures.

Anyone who discovers a fire or signs of a fire must immediately call the fire brigade and warn any people who may be in danger.

Everyone is obliged to implement adequate fire precautions according to the following regulations:

- Fire safety and the fire service act of the canton of Berne (BSG 871.11)
- Fire safety and the fire service decree of the canton of Berne (BSG 871.111)
- Fire safety standards of the Association of Cantonal Fire Insurers (VKF, Bundesgasse 20, Postfach, CH-3001 Bern; Tel. +41 (0)31 320 22 22; www.vkf.ch)
- Fire safety specification BSM 10 of the buildings insurance of the canton of Berne for temporary events (GVB, Papiermühlestrasse 130, CH-3063 Ittigen; Tel. +41 (0)31 925 11 11; www.gvb.ch)

7.2 Building materials

Building materials, building components and decorations must comply with fire safety regulations, and in particular the guidelines in the standards of the Association of Cantonal Fire Insurers. Exceptionally flammable and fast burning materials and suchlike that drip or generate poisonous gases when on fire are not allowed.

Basically, the only materials that may be used are those that correspond to at least flammability class 5 and smoke density class 3 as per Association of Cantonal Fire Insurers standards, i.e. are not very flammable, only continue burning or charring if extra heat is applied and do not develop much thick smoke.

Exceptionally, small quantities of decorating materials may be used that fall below flammability class 5 or smoke density class 3, as long as they are treated with fire-retardant spray. To do this, the user requires the authorisation of the Berne Municipal Fire Brigade and the event management. Fresh wood chips may be used as a floor decoration, but must be kept moist for the duration of the entire exhibition by constant moistening.

7.3 Highly-flammable substances

It is strictly prohibited to utilise or store highly-flammable or explosive substances, such as liquid gas, in the exhibition halls and rooms of the lessor. Balloons may only be filled with compressed air or helium.

Highly-flammable substances such as butane or propane gases can exceptionally be allowed if they are necessary to demonstrate the intended purpose of the exhibit. The user must obtain the authorisation of the Berne Municipal Fire Brigade and the event management for their use and storage.

Pyrotechnic objects must not be used. Their storage and sale are subject to authorisation. Appropriate statutory regulations must be complied with.

7.4 Cooking hobs and ovens

Hobs and ovens may only be set up and operated with the approval of the event management. Cooking with gas is basically prohibited in the halls and rooms of the lessor. The event management can make exceptions and authorise cooking on the open air exhibition grounds.

Deep-fat fryers must be at a minimum distance of 0.5 m horizontally and 2 m vertically from combustible materials. If this distance is smaller, then the combustible material must be provided with fireproof cladding at least 0.5 m in the periphery of the danger source. A distance of at least 10 m from extraction ducting and ventilation systems must be maintained.

Operators of hobs or ovens must comply with the following requirements:

- Only gas bottles that are connected to the appliance 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. Bottles must be fixed in place so

they cannot be knocked over and protected from the effects of sunlight.

- Hand-held fire extinguishers must be readily 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 litres mist, over 100 m²/50 seats = 2 x 8 litres mist

7.5 Escape routes

Escape, rescue and access routes must be kept passable at all times. Emergency exits, staircases, landings, aisles, corridors, doors, fire alarms, fire extinguishers, electrical junction boxes, as well as gas and water pipes must be kept clear at all times and must not be obstructed, constricted or shifted by stand constructions or other objects. Escape, rescue and access route markings must be kept clearly visible.

Users are obliged to provide their stand constructions with the following escape routes:

- Closed stand constructions with an escape route length of less than 20 m must have one exit.
- Closed stand constructions with an escape route length of more than 20 m must have two exits that are independent of one another.
- Closed stand constructions with a surface area greater than 400 m² must have three exits.
- Stand constructions with more than one storey must have an escape staircase from the upper storey.
- Upper storeys over 50 m in area, as well as closed upper storeys must have two escape staircases that are independent of one another.

7.6 Official approval

Before the opening and approval of the exhibition, an official acceptance procedure takes place (building approval).

Shortcomings relating to fire safety that come to light during the acceptance procedure must be remedied before the opening of the event according to requirements of the fire service. Any follow-up costs that arise as a result of modifications to a stand will be for the users' account.

8. Hygiene regulations

8.1 Basic principles

Especially when it comes to handing out food, users must put in place adequate hygiene measures that are in line with the following regulations:

- Federal law and decree on foodstuffs and commodities (SR 817.0; SR 817.02)
- Federal hygiene decree (SR 817.024.1)
- Import decree of the canton of Berne, which comes under the Federal foodstuffs act (BSG 817.0)

The lessor recommends that users observe all the information documents of the Cantonal Laboratory, Lebensmittelinspektorat [Foodstuffs inspectorate], Muesmattstrasse 19, CH-3000 Bern 19; Tel. +41 (0)31 633 11 55; www.gef.be.ch.

8.2 Basic hygiene precautions

- Wash hands with soap
- Store perishable foodstuffs, meat and meat products in a refrigerator (under +5°C or +2°C).
- Foods put out for consumption: protect from contamination (cover, package, etc.)
- Workplaces (tables, barbecue, etc.): up to eye-level on the spectators' side, provide with suitable protective equipment (anti-spatter guard, etc.) or set up barriers at an adequate distance

9. Liability and insurance

The lessor excludes liability for loss or damage of foreign objects on the exhibition site. This applies to all natural and legal persons, affects any objects and applies at all times. In particular exclusion of liability applies to damage, loss and impoundment of exhibits and stand equipment, as well as personal items belonging to users and visitors. No objects may be left with the lessor who assumes no obligation of care as per Art. 472 of the Swiss Code of Obligations. Each user is responsible for his own stand, materials and for the safety of his equipment. He assumes full liability for damage or injury caused by himself, his employees or contractors, e.g. due to faulty stand constructions or product demonstrations. The lessor declines all liability for such damage or injury.

It is mandatory for users to adequately insure their equipment and exhibits against fire, natural hazards, water damage, theft or any other damage for the whole duration of his presence on the exhibition site, as well as to take out public liability insurance. The event management can request a corresponding insurance certificate. Insurance cover can be acquired via the general policy of the lessor. Application forms are available from the lessor.

10. Concluding provisions

10.1 Further regulations

It is up to users to inform themselves independently about all mandatory laws, decrees, technical guidelines, local authority directives and other provisions and abide by them.

For specific users, such as guest event organisers or exhibitors, further provisions can be declared as applicable on conclusion of a contract with the lessor.

10.2 Validity

By entering into a contractual relationship with the lessor, users recognise these Rules of Operation as binding for them and they are also responsible for making sure their staff and helpers are also made aware of them and abide by them.

Should parts of the Rules of Operation prove ineffective in law or unworkable, then the other provisions remain effective and unaffected by this. In this case, the invalid provision will be replaced by an effective one that is as close as possible to the original unworkable one.

10.3 Applicable law and place of jurisdiction

Disputes arising from these Rules of Operation will be subject to Swiss Law. For questions of interpretation, the German version will have priority over any translations. The place of jurisdiction is Berne.