

## BERNEXPO AG General Regulations

BERNEXPO AG strives to create the basic conditions for the safe, efficient, successful operation of trade fairs and events. These General Regulations are designed to foster clear, cooperative working relationships between BERNEXPO AG and its contractual partners and ensure that matters run smoothly on the entire site.

### 1. Scope & binding nature

- 1.1 These General Regulations are an integral part of all rental, usage and service contracts between BERNEXPO AG (hereinafter referred to as the "Lessor") and event organisers, exhibitors, lessees, booth builders and other contractual partners (hereinafter referred to as "Users"). They govern the basic technical, organisational, operational and safety-related conditions for the use of the site and the associated infrastructure.
- 1.2 These General Regulations apply to the entire BERNEXPO AG premises, consisting of:
  - Buildings and entrance areas
  - Outdoor areas and spaces
  - Transport and logistics zones
  - Parking spaces and underground car parks
- 1.3 These General Regulations apply to all Users who make use of the Lessor's spaces, rooms, halls, outdoor areas, installations or services under a usage or rental agreement. They also apply to the Lessor's service providers, insofar as they are working on the site on behalf of the Lessor.
- 1.4 For visitors, guests and the general public, the House Rules of the Lessor apply exclusively.
- 1.5 The General Regulations are a binding part of all contracts. By concluding a contract, Users acknowledge the validity of the General Regulations.
- 1.6 In addition to these General Regulations, the following apply:
  - The House Rules of the Lessor
  - Terms and conditions of participation (if applicable)
  - The Data Protection Regulations of the Lessor
  - The Parking Regulations of the Lessor (which apply in addition)
  - Technical Guidelines, hall information, plans and safety requirements
  - Relevant statutory and regulatory requirements (VKF, FCOS, Suva, cantonal and municipal provisions)
- 1.7 In the event of a conflict, mandatory statutory provisions take precedence over these General Regulations.

### 2. Right to control access to the premises & instructions

- 2.1 The right to control access to the premises is exercised by the Lessor and its authorised personnel (security service staff, hall supervision, event management).
- 2.2 The instructions of the Lessor's security staff and employees must be followed at all times.
- 2.3 The Lessor can expel persons from the premises, especially in the following cases:
  - Endangerment of persons or property
  - Disruption of event operations
  - Disregard for the House Rules
- 2.4 In the case of infringements of these General Regulations or official requirements, the Lessor may take action as follows:
  - Issue instructions for measures to be taken to avert hazards

- Stop operations or individual activities
- Expel the User or their staff from the premises
- Have work performed at the User's expense

### 3. Access & hours of operation

- 3.1 Access to halls and outdoor areas is permitted only with valid access credentials. The Lessor may require Users to show identification.
- 3.2 Set-up and dismantling times and hours of operation are set by the Lessor and are binding.
- 3.3 Services outside of these times may incur additional costs.

### 4. Infrastructure & technical requirements

- 4.1 Technical installations (in particular electricity, water, wastewater, compressed air, data connections, suspended items), booth structural elements and furniture rentals, as well as operational services such as work involving forklifts and lifting platforms, must be ordered from the Lessor in advance and in writing.
- 4.2 Basic installations and all standard services defined by the Lessor are performed exclusively by the Lessor or its specialist partners. The dispersion and erection of booth structural elements may be carried out only by the User or by qualified specialists engaged by them.
- 4.3 The operation of forklifts, lifting platforms and other machinery is permitted only with the appropriate specialist licence and in compliance with the Lessor's safety rules.
- 4.4 All installations, set-ups and work must be performed in accordance with applicable Swiss standards and statutory requirements and with the recognised technical standards (LVIO, LVIS, Suva/FCOS guidelines, SVGW and ESTI specifications, etc.).
- 4.5 Changes to existing installations or alterations of the infrastructure require the Lessor's prior approval.
- 4.6 Users are liable for any loss or damage caused by improper or unauthorised installations.
- 4.7 Temporary structures in outdoor areas must be constructed and secured in such a way that they are weatherproof (wind, rain, snow load, etc.). The structures must be sized to ensure structural integrity and must comply with the recognised codes of the construction industry. Alterations to green spaces, embankments or outdoor facilities require authorisation.
- 4.8 Basic cleaning is arranged by the Lessor; additional cleaning will be charged separately.
  - Users must hand spaces over swept clean
  - Waste must be disposed of in accordance with the Lessor's specifications
- 4.9 Storage in halls is permitted only within the approved use of the fire containment area. Additional storage requires authorisation.

### 5. Installations & use

- 5.1 The following in particular require authorisation:
  - Structures over the defined height
  - Suspended items and rigging
  - Special installations and machinery
  - Use of space outside the booth boundaries
  - Smoke, haze or other pyrotechnic effects
  - Suspended items and rigging (suspended items attached directly to the hall ceiling may be installed by the Lessor only for safety reasons)
- 5.2 Escape routes and emergency exits and fire extinguisher points must remain accessible at all times.

5.3 Demonstrations must not cause excessive emissions.

## **6. Safety**

- 6.1 Users are obliged to take all measures to avoid hazards to people and property. Safety shortcomings must be remedied without delay.
- 6.2 A safety plan is mandatory when 500 or more people are present at the same time. The Lessor can also require a safety plan for a lower number of people, provided this is necessary based on the risk analysis. The determining factors are the nature and size of the event, visitor flows, potential for hazards and official requirements.
- 6.3 The safety plan must include the following as a minimum:
- Risk analysis
  - Pedestrian flows
  - Evacuation plan
  - Fire safety measures
  - Transport & logistics
  - Medical care
  - Alarm and reporting channels
- 6.4 The safety plan must be submitted no later than three months before the start of the event.
- 6.5 The Lessor will support the lessee in developing the safety plan and coordinating it with the responsible agencies.
- 6.6 The lessee is responsible for the content, completeness and timely submission of the safety plan.
- 6.7 Venue security services and transport service staff must be obtained through the Lessor in all cases. External security service providers are permitted for event security assignments, provided they have a valid cantonal operating permit (SDPG) and have been previously approved by the Lessor in writing.
- 6.8 The Lessor can issue instructions for additional safety measures to be adopted.
- 6.9 The requirements of the Association of Cantonal Fire Insurers (VKF) and the local fire service apply. Cooking stations, gas installations and open flame or heat sources require authorisation. Flammable material must be kept to a minimum. In connection with checks or inspection and approval procedures, flammable or unauthorised material may be objected to and, if necessary, confiscated or removed from the exhibition space.
- 6.10 Emergencies must be reported immediately to the Lessor and the emergency response services. Users must instruct employees and identify designated coordinators.
- 6.11 Users may install their own video surveillance systems only with prior written authorisation. The Lessor's general video surveillance system is not part of these General Regulations and is governed by the House Rules.

## **7. Transport & logistics**

- 7.1 Access roads must be kept clear at all times for emergency response services. Delivery times will be defined by the Lessor.
- 7.2 Transport service staff are to be obtained exclusively through the Lessor.

## **8. Health & food**

The serving and preparation of food are subject to federal and cantonal regulations (in particular food inspection, hygiene regulations). Hygiene standards must be adhered to.

## **9. Liability & insurance**

- 9.1 Users are liable for any loss or damage that they or their employees or agents cause.
- 9.2 Users are required to take out adequate liability insurance and must provide proof of this to BERNEXPO AG upon request.
- 9.3 BERNEXPO AG is liable only for loss or damage caused by wilful or grossly negligent conduct of BERNEXPO AG or its agents. Any further liability is excluded to the extent permitted by law, in particular for theft, loss of or damage to personal belongings, loss or damage caused by other Users, accidents as a result of non-compliance with these General Regulations and force majeure.

## **10. Final provisions**

- 10.1 Amendments to these General Regulations must be made in writing. These General Regulations come into force upon their publication and replace all previous versions.
- 10.2 Swiss law applies. The place of jurisdiction is Bern.

BERNEXPO AG, Bern, 25 March 2026