

# BERNEXPO AG Technical Guidelines

BERNEXPO issues binding technical guidelines for holding trade fairs, exhibitions and other events (hereinafter referred to as the “Event”). These serve to ensure safe, orderly, efficient event operations and to provide all exhibitors and event organisers with optimal conditions for showcasing their products and services and engaging with their visitors.

In addition to organisational requirements, the guidelines contain, in particular, safety-related provisions designed to protect visitors, exhibitors and operations. BERNEXPO reserves the right to take appropriate measures in the event of any breaches and to issue additional instructions regarding safety, booth construction and operations. In respect of these guidelines, users are obliged at all times to comply with all applicable legal and regulatory requirements on their own responsibility.

## 1. Scope & binding nature

- 1.1 The Technical Guidelines 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 collectively 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 The Technical Guidelines apply to the Lessor’s entire premises, consisting of the following:
  - Buildings and entrance areas
  - Outdoor areas and spaces
  - Transport and logistics zones
  - Parking spaces and underground car parks
  - Sanitary facilities and all publicly accessible rooms
- 1.3 The Technical Guidelines 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. Users and service providers are responsible for ensuring that their employees, agents and contractors are made aware of the Technical Guidelines and comply with them.
- 1.4 Upon conclusion of a contract, the Technical Guidelines, including any amendments published at the time the contract is concluded, will form an integral part of the contract.
- 1.5 In the event of a conflict, mandatory statutory provisions take precedence over these Technical Guidelines.
- 1.6 The Lessor is entitled to modify the Technical Guidelines for materially justified operational or statutory reasons, provided that the changes are proportionate and do not cause a significant tightening of the main contractual obligations. Changes will be communicated to Users in an appropriate manner and will apply to future use and future contracts.

## 2. Enforcement, costs and liability

### 2.1. Enforcement and substitute performance

- In the event of any breaches of these Technical Guidelines, contractual obligations or regulatory

requirements, the Lessor is entitled to issue appropriate instructions for measures to be taken.

- The Lessor may set a reasonable deadline for Users to remedy defects or to restore conditions to the required standard. In urgent cases or where there is a risk to people, infrastructure or event operations, the Lessor may issue immediate instructions for measures to be taken or take measures themselves.
- If Users fail to comply with instructions for measures to be taken within the specified time limit, the Lessor will be entitled to take the necessary measures itself or have them carried out by third parties (substitute performance) at the Users’ expense.

### 2.2. Costs and surcharges

- All costs and expenses (in particular for additional work, special cleaning, disposal, repairs, modifications, shutdowns, technical alterations, additional services, fees/charges and interventions by the authorities or the fire service) will be borne in full by the Users responsible, insofar as these are causally attributable to a breach.
- The Lessor is entitled to impose reasonable surcharges (e.g. express or processing surcharges) for services, orders or adjustments that are not submitted or made on time in accordance with the order and registration deadlines or that are only requested after the official set-up period has begun or during the Event. This applies in particular to extra work required at short notice, additional coordination or organisational adjustments.

### 2.3. Responsibility of Users

- Users are responsible for their own use of the areas, rooms, facilities and equipment.
- Users are fully responsible for the smooth running of their Event and for all equipment and items brought onto the site by them, their employees, exhibitors, agents or other third parties.

### 2.4. Liability of the Lessor

- The Lessor accepts no liability for any loss or damage, detriments or business interruptions that arise in connection with instructions issued for measures to be taken or substitute performance, to the extent permitted by law.
- The Lessor is only liable for loss or damage caused by a breach of its contractual or statutory obligations resulting from wilful misconduct or gross negligence. Liability is excluded for breaches of obligations resulting from simple negligence, to the extent permitted by law.
- Liability for indirect loss or damage, consequential loss or damage, loss of profit, production or business interruption, loss of revenue, reputation damage or other financial losses is expressly excluded, to the extent permitted by law.
- The Lessor accepts no liability for the services or actions of third-party companies, suppliers, agents or subcontractors engaged.
- The Lessor makes no guarantee that the supply of electricity and water, central heating, air conditioning, IT system, communications facilities and other technical infrastructure will be available without interruption or disruption at all times. Liability for this is excluded to the extent permitted by law, other than in the case of breaches of

obligations resulting from wilful misconduct or gross negligence.

### 3. Logistics & transport

#### 3.1. General transport regulations

- Driving on the Lessor's premises with vehicles of any kind takes place at the Users' own risk and is only permitted with a valid access or parking permit.
- Vehicles must be clearly marked with the parking permit, which is valid exclusively for the specified vehicle.
- In the halls, walking speed applies; in all other areas, a speed limit of 20 km/h applies.
- The applicable traffic regulations must be observed at all times. Deviations are permitted only with the Lessor's prior approval.
- Illegally parked vehicles or materials may be removed at the Users' expense.
- Emergency exits and safety routes as well as hydrants must be kept clear at all times, including during set-up and dismantling.
- Vehicles or materials blocking emergency exits may be removed at the Users' expense.
- Overnight stays in motorhomes and caravans are prohibited, except in designated areas.
- Overnight stays in lorries and articulated lorries are prohibited anywhere on the premises.
- The parking of lorries and articulated lorries on the premises is prohibited as a general rule, except in the areas that are provided for in the logistics concept and are separately designated.
- Vehicles or construction machines with tracks may be used only after prior consultation and exclusively with smooth protective plates approved for use on public roadways. Users are liable in full for any loss or damage caused by the use of any such vehicles or machines, including damage to hall floors, roads, rented facilities or technical equipment or consequential loss or damage.
- Electric vehicles (incl. plug-in hybrids) may not be charged using the Lessor's building electricity connections. Only the designated public charging bays are to be used for charging.

#### 3.2. Delivery and removal

- Exhibition materials may not be transported onto or away from the Lessor's premises while an Event is ongoing. Subsequent deliveries must be made before or after the opening hours for visitors.
- Engines must be turned off during loading and unloading.
- Heavy goods vehicles with a total weight of over 40 t must be notified to the Lessor. Deliveries must be made via Papiermühlestrasse, as the access route via Bolligenstrasse crosses a bridge with a maximum permitted load of 40 t.
- The load capacity of floors and the height and width of gates must be observed.
- Temporary storage of materials is prohibited in the delivery zones, which must remain freely accessible at all times. In justified exceptional cases, prior agreement and confirmation from the Lessor are required (e.g. for refrigerated trailers).
- The unloading location during set-up and dismantling is designated exclusively by the transport service. All corresponding instructions must be followed.
- Driving in the halls is prohibited as a rule. Exceptions apply exclusively to vehicles that are intended as exhibits and are displayed as such.

Other exceptions are permitted only with the Lessor's prior approval.

#### 3.3. Empty containers

- Booth construction material and empty containers must not be stored in the halls. Unauthorised items may be removed by the Lessor at the Users' expense.
- If a collection service is offered, empty containers must be clearly labelled and be packed in a transportable and stackable manner. Empty containers that are not properly labelled or not transportable may be removed or relocated by the Lessor at the Users' expense.

#### 3.4. Set-up and dismantling

- Users may operate their own cranes, forklifts or lifting platforms anywhere on the Landlord's premises only with the Lessor's prior written agreement and express authorisation. Absent the relevant consent, only the Lessor's equipment or that of its official partners may be used. As a rule, forklift work and crane work must be ordered from the Lessor.
- Forklift work involving equipment that has a load capacity of 5 t or more must be notified to the Lessor in writing in advance and approved by it.
- Goods lifts may only be used for the transport of goods. The specified dimensions and load capacities must be strictly adhered to.
- Passenger lifts are not approved for the transport of materials. Any loss or damage resulting from improper or unauthorised use will be charged in full to the parties responsible, including repair, cleaning and consequential costs.
- Materials may only be placed in hallways temporarily.
- Hallways must not be used as assembly or machinery spaces.
- Escape routes, emergency exits, stairways, hallways and signage must be accessible at all times and clearly visible.

#### 3.5. Postal deliveries

Postal and courier deliveries must be addressed as follows:

*BERNEXPO AG  
Name of trade fair/Event  
Exhibitor  
Hall/booth No.  
Mingerstrasse 6  
3014 Bern, Switzerland*

### 4. Safety equipment

#### 4.1. Safety equipment

Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, emergency call devices and green emergency exit signs must be accessible and visible at all times. Distances to sprinklers, unobstructed passages under suspended ceilings and fire safety regulations must be observed (booth construction and operating regulations, in particular section 5.15/5.16).

#### 4.2. Occupational safety during set-up/dismantling

- Users must ensure that all work carried out by them, their employees, agents or other third parties on the site is carried out in compliance with the applicable occupational safety regulations, in particular the guidelines set by the Federal

Coordination Commission for Occupational Safety (FCOS).

- Users must ensure that all persons working in their area of responsibility on the site wear the personal protective equipment (PPE) required for the respective activity and hazard (e.g. safety footwear, helmets, safety goggles, ear protection, high-visibility vests).
- When working where there is a risk of falling, Users must take appropriate safety precautions. Hazardous areas must be equipped with appropriate fall protection (e.g. railings, barriers), or the individuals concerned must be secured using suitable personal fall protection equipment (e.g. safety harnesses).

#### 4.3. Abrasive cutting work, working with open flames and dust-producing work

Any welding, cutting, soldering, defrosting, abrasive cutting and any other work that produces smoke and/or dust must be notified to the Lessor before work begins. The work may only be carried out once approval has been granted. During the work, the surroundings must be adequately shielded against hazards and/or emissions. The costs of false alarms will be charged to the Users responsible (see section 2).

#### 4.4. Fire extinguishing equipment

- Users must ensure that the necessary fire extinguishing equipment is provided in event areas in accordance with the intended use and the existing fire hazards and that such equipment is freely accessible at all times.
- In addition to the requirements for cooking stations set out in section 5.9, suitable portable fire extinguishers must be provided in areas with an increased risk of fire (e.g. machinery or equipment demonstrations, electrical demonstrations, charging areas for battery packs, booths with a heightened fire load).
- Fire extinguishing equipment must not be obstructed or covered, and it must be accessible without delay in the event of an emergency.
- The Lessor is entitled to require additional fire extinguishing equipment to be installed in the case of identifiable risks or in accordance with official regulations. Costs, substitute performance and other claims are governed by section 2.

#### 4.5. Inspection

An official approval procedure (inspection) will take place prior to the opening and approval of the Event. Any fire safety shortcomings found during the inspection must be remedied in line with the instructions of the fire service before the start of the Event. Any consequential costs will be borne by the Users responsible (see section 2).

#### 4.6. Emergency evacuation

- The Lessor is entitled to order the closure of rooms, halls or open spaces and their evacuation at any time for safety reasons or in accordance with an official order.
- Users must inform their employees about the applicable evacuation procedures and – where required by law or ordered by the Lessor – draw up their own evacuation plans.
- These evacuation plans must specify at least one assembly point and a designated coordinator.

#### 4.7. Safety after the end of the Event

After the end of the Event, Users must ensure that operational safety measures are in place and that booth lighting and electrical equipment (with the exception of refrigerators, freezers or similar) are switched off. All potential hazards must be removed so that no fire, electrical or safety risks remain.

#### 4.8. Booth events

Booth events (parties and special events) during the Event or after the end of the Event require authorisation. All applications must be submitted to the Lessor.

#### 4.9. Security monitoring

- The Lessor organises security and stewarding services, but it does not guarantee continuous surveillance.
- Users are responsible for securing their own booths, exhibits and materials. Booth guards may only be provided by the Lessor's approved security service.
- Particular attention is drawn to the increased risks during set-up and dismantling; valuable or movable items should be kept under lock and key.

### 5. Booth construction and operating regulations

#### 5.1. Infrastructure

- The Lessor's buildings, halls and outdoor facilities are considered permanent infrastructure. These include in particular walls, floors, ceilings, columns, façades, doors, gates, windows, technical installations, ventilation and sprinkler systems, electrical installations and all structural and operational equipment.
- No fixtures, alterations, or modifications of any kind may be placed on or made to the permanent infrastructure. In particular, it is prohibited to attach, hang, screw, nail, glue, secure, paint over or otherwise connect components or installations to the infrastructure or to alter it in any other way.
- Care must be taken to avoid any damage to or soiling of the infrastructure. Users are liable for any loss or damage arising therefrom in accordance with section 2.

#### 5.2. Booth boundaries

Users have access to the area assigned to them in accordance with the booth allocation plans. Exhibition items, promotional materials and other equipment must not exceed the booth boundaries.

#### 5.3. Floor coverings

Carpets, adhesive tapes and floor advertising must be completely removed after dismantling. Floor coverings may only be laid on the rented area; this is prohibited in passages. Exceptions will only be granted with the Lessor's approval.

#### 5.4. Multi-level booth structures

Multi-level booth structures require the Lessor's prior written approval. Upper levels larger than 50 m<sup>2</sup> must have a suitable emergency stairway.

#### 5.5. Floor plan details and restricted areas

The key figures indicated in the Lessor's floor plans, including the restricted areas and safety zones marked there, are binding. In particular, requirements regarding floor load-bearing capacity, maximum construction height, ceiling suspension, hall height and safety-related equipment must be

observed. Restricted areas and safety zones must not be built over, obstructed or otherwise impeded in their function. In the event of any breaches, the Lessor is entitled to demand adjustments or dismantling at the Users' expense (see section 2).

## 5.6. Suspended items/rigging

- Suspending items from the ceiling requires the Lessor's prior written authorisation.
- Users must submit detailed plans specifying the load per suspension point no later than the deadline for submitting technical orders.
- If an engineering firm needs to be hired for the authorisation process, the associated costs will be borne by the Users and included in the final invoice.
- The Lessor accepts no liability for suspended items which have not been applied for or authorised. Any associated loss or damage will be borne in full by the Users responsible (see section 2).
- The authorisation of a suspended item by the Lessor does not relieve the Users of their responsibility to ensure the suspended item is installed correctly. The Lessor accepts no liability for any loss or damage that may occur despite authorisation having been granted, unless such loss or damage is due to breaches of obligations on the part of the Lessor resulting from wilful misconduct or gross negligence.
- The Lessor is entitled, at the Users' expense, to modify or remove installations which do not meet requirements or current technological standards (see section 2).

## 5.7. Podiums, ladders, stairs, railings

- Podiums must be adequately designed for the intended use and installed professionally.
- Generally accessible podiums must be secured with appropriate safety features, depending on the degree of risk.
- Safety features are mandatory for a fall height of more than 1 m. Safety features, such as barriers, railings and parapets, must be at least 1 m high and must be designed and installed to meet the structural requirements for the intended use.
- Podiums and galleries must be equipped with a raised lip at least 10 cm high to prevent roll-off.
- The installation of ladders, stairs, podiums and railings must comply with the applicable regulations and standards.

## 5.8. Use of space underneath podiums, platforms and stands

- The space underneath podiums, platforms, stands or similar structures must not be used as storage or installation space. In particular, no flammable materials or other items may be stored there.
- No generators or equipment, in particular heaters, ventilation units, emergency generators, compressors or similar equipment, may be operated or left under podiums, platforms or stands.
- The areas underneath podiums, platforms or stands must be kept accessible at all times for inspection purposes and cleaned as needed.

## 5.9. Cooking stations

- Cooking stations may only be set up and operated with the Lessor's written approval. As a general rule, cooking with gas is prohibited in the Lessor's halls and rooms. Exceptions and cooking stations in the outdoor areas can be authorised by the Lessor.

- Deep fat fryers must be placed at a distance of at least 0.5 m (horizontal) and 2 m (vertical) from flammable material. If the distance is smaller, the flammable material within a radius of at least 0.5 m of the hazard zone must be encased in a fireproof cover. The distance between exterior intake ducts and ventilation systems must be at least 10 m.
- The fact that authorisation has been granted does not relieve Users of their responsibility to ensure the safe handling and operation of the cooking stations.

Users operating cooking stations must adhere to the following requirements in particular:

- Only gas cylinders that are connected to an appliance may be stored in the kitchen. Full and empty gas cylinders must be stored away from the premises.
- Large gas cylinders must be stored away from the premises. The cylinders must be fastened to prevent them from falling and protect them against the effects of the sun.
- Portable fire extinguishers must be available to the following extent at least:

Kitchen:

- For deep fat fryers, grills or oil-bearing cooking stations: one wet chemical fire extinguisher (min. 6 l, class F fires)
- In addition, one 6 kg CO<sub>2</sub> fire extinguisher or two 3 kg CO<sub>2</sub> fire extinguishers

Restaurant:

- Up to 100 m<sup>2</sup>/50 seats: one 8 l water mist fire extinguisher
- Over 100 m<sup>2</sup>/50 seats: two 8 l water mist fire extinguishers

## 5.10. Hygiene precautions

Users who produce, prepare, process, dispense or serve food are obliged to comply with the applicable food regulations. In particular, the following minimum requirements must be observed:

- Hands must be washed thoroughly at regular intervals as well as before starting work, after breaks and after personal-hygiene-related activities.
- Perishable foods must be stored in accordance with the statutory temperature requirements.
- Food that has been prepared or is intended for sale must be protected from contamination (e.g. with coverings, packaging or suitable protective equipment).
- Work and sales areas must be protected from the public by appropriate hygiene measures (e.g. sneeze guards or sufficient distancing).
- Cold chains must not be interrupted.
- Attention must be paid to ensuring the working environment is both clean and easy to clean.
- The competent food safety authority is entitled to carry out inspections at any time. Any objections, requirements or measures are the responsibility of the Users concerned.

## 5.11. Fire alarm systems

- The building is equipped with fire alarm systems. Any equipment that produces mist or smoke, for example, must be authorised in writing by the Lessor. Requests must be submitted to the Lessor no later than 30 days prior to the start of the Event.
- Installations must be placed at a distance of at least 30 cm (horizontal) and 50 cm (vertical) from the sprinkler heads.

## 5.12. Candles and open flames

The use of candles and open flames in booths or on the Lessor's premises is prohibited. In consultation with the competent authorities, exemptions may be granted provided that certain conditions are met. The fact that authorisation has been granted does not relieve Users of their responsibility to ensure safe handling and operation. The triggering of fire alarms and the resulting costs (incl. emergency response, fees and consequential measures) will be borne in full by the Users responsible (see section 2). The following requirements are mandatory for approved applications:

- Candles may only be used if they are themselves offered for sale or if items (e.g. candlesticks, vases, etc.) are offered in direct connection with candles.
- Burning candles are not permitted for purely decorative purposes.
- Candles must not be placed on the outer edge of the booth, especially not in corridors or near escape routes or emergency exits.
- It must be ensured at all times that candles are tip resistant; in the case of torch-like flames, a glazed combustion chamber or suitable protective glass is mandatory.
- A suitable extinguishing agent (e.g. a tested and sealed fire extinguisher) must be kept ready at the booth.
- The booth staff must be instructed accordingly by the Users.
- Wall fireplaces are not permitted.
- Open flames are not permitted near the ground (below 60 cm) or in the pedestrian and transport areas (e.g. in bowls, glasses or similar).
- The use of fuels (e.g. bioethanol, gas, petrol, methylated spirits, benzene, acetone) and solid fuels (e.g. wood) is prohibited unless express authorisation has been granted by the Lessor and the competent fire safety authorities.

## 5.13. Compressed gas cylinders (e.g. helium)

The use of compressed gas cylinders (e.g. helium cylinders for balloons) is permitted in compliance with the applicable safety regulations, taking into account the following requirements:

- Compressed gas cylinders must be secured against tipping and mechanical damage (e.g. by suitable brackets, clamps or stable mounting).
- Valves must be secured during operation; protective caps may only be removed for immediate use.
- Compressed gas cylinders must not be placed or stored in escape routes or emergency exits, in passages or in the immediate vicinity of heat sources.
- Larger quantities of compressed gas cylinders must be reported to the Lessor in advance. The Lessor is entitled to impose additional requirements.
- Empty and full cylinders must be stored separately and in a stable manner.

## 5.14. Battery packs and lithium batteries

Battery packs and batteries – especially lithium-ion batteries (e.g. for e-bikes, e-scooters, tools, power banks or presentation and exhibition devices) – must be used, charged and stored in compliance with the applicable safety and fire safety regulations.

- Charging of battery packs is only permitted with technically flawless charging devices suitable for the respective battery type.

- Battery packs may only be charged and operated on non-flammable, stable surfaces.
- Damaged, swollen, overheated or visibly defective battery packs must not be charged or operated and must be removed from operation immediately.
- Larger quantities of battery packs (e.g. replacement batteries, stockpiles, series of exhibition devices) must be reported to the Lessor in advance. The Lessor is entitled to impose additional requirements.
- Battery packs, chargers and charging devices must not impede or block escape routes or emergency exits, safety-related equipment or technical installations.
- Unattended charging of larger battery pack systems outside of opening hours is only permitted with the Lessor's consent.
- In the event of identifiable security risks, the Lessor is entitled to restrict or prohibit operations or issue instructions for measures to be taken. Costs, substitute performance and other claims are governed by section 2.

## 5.15. Booth roofing

In order to ensure that sprinklers can function properly, booths in halls equipped with sprinklers (buildings 1–3) must be open at the top. Suspended, open ceilings with open cells at regular intervals over the entire surface (e.g. expanded metal or perforated sheet metal) may be used underneath sprinkler systems outside of storage areas, provided the following conditions are met. If these conditions are not met, sprinklers with heat reflectors must be installed below the suspended open ceiling.

- The ceiling must be made of non-flammable materials.
- The open area of the ceiling must be at least 70% of the total ceiling area.
- The smallest dimension of the ceiling openings must be greater than the thickness of the ceiling and be at least 25 mm.
- The stability of the ceiling construction and all installations (e.g. lighting) above the suspended ceiling must not be impaired by the operation of the sprinkler system.

## 5.16. Construction materials

- Construction materials, construction elements and decorations must adhere to the fire protection regulations, in particular the benchmarks in the standards of the Association of Cantonal Fire Insurers (VFK).
- Flammable construction materials may only be used if they do not result in an impermissible increase in risk. In particular, this includes the following: fire and smoke behaviour, flaming droplets/embers, heat release, production of hazardous flue gases.
- As a rule, only materials that meet at least flammability class RF2 under the VKF standard/VKF-BSR may be used.
- Fresh wood chips may be used as a floor decoration, but they must be kept damp by constantly moistening them for the entire duration of the Event.

## 5.17. Weighting for outdoor areas

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. Users are responsible for ensuring the proper design. Anchors in the floor covering, nails, tent pegs and other fasteners require authorisation. Users are solely liable for all personal injuries and property or infrastructure damage arising from the construction, operation or insufficient securing of temporary structures.

## 5.18. Modification and removal of non-compliant booth structures

- Booth structures that have not been authorised or that do not comply with the booth construction permit, the requirements, the regulations or the current technological standards must be modified or removed within a reasonable period of time.
- If Users do not comply with this obligation by the deadline, the Lessor may issue instructions for measures to be taken or have the necessary modifications or removals carried out at the Users' expense. Costs, substitute performance, contractual penalties and other claims are governed by section 2.

## 6. Technical services

### 6.1. General

All technical connections offered by the Lessor are to be obtained exclusively using the designated order forms. Own or private installations are not permitted. Lines that cross transport or escape routes must be properly secured and clearly marked. Connections, distributors and junction boxes must be kept freely accessible at all times. Cable bridges or covers must be used in accordance with safety regulations to prevent tripping hazards.

### 6.2. Electrics

Electrical connections and the entire power supply in booths are to be obtained from the Lessor exclusively using the designated order forms. Power requirements must be planned in a timely manner to ensure that the infrastructure has the proper size and to prevent bottlenecks.

The following requirements apply to all electrical installations:

- Nominal voltage and fuse protection must not exceed the permissible values in the respective halls.
- Exceeding the ordered or authorised power requirement is not permitted and must be coordinated in advance with the Lessor.
- The operation of high-power equipment or applications with temporary peak loads (e.g. light installations, stage facilities, kitchen appliances, machinery) must be registered in advance to ensure a safe load distribution in the hall network.
- In the event of malfunctions, short circuits, overloads or safety-related irregularities, the Lessor is entitled to temporarily interrupt connections or to issue instructions for technical adjustments to be made.
- All installations must be carried out professionally, adequately secured and grounded. The applicable statutory provisions and the relevant standards and guidelines (especially in the area of low voltage and electrical safety) must be complied with.

Users are fully responsible for ensuring that their electrical equipment is safe to operate and does not cause any impairment to the infrastructure or other Users.

### 6.3. Water and wastewater

Water and wastewater connections from the hall network to the booth and all installations inside the booth may only be installed by installers authorised by the Lessor. In the event of increased water requirements (e.g. pools), additional technical measures will be required and must be coordinated in advance.

### 6.4. Compressed air

A central compressed air network is available in buildings 1, 2 and 3. The supply lines from the hall network to the booth may only be installed by installers authorised by the Lessor. Users are not permitted to operate their own compressors in the halls.

### 6.5. Odour extraction

Suitable odour extraction systems must be installed at the expense of Users at cooking, grilling or deep-frying stations. Only odour extraction systems approved by the Lessor may be used.

### 6.6. Booth walls

The booth walls provided by the Lessor (height: 2.57 m/thickness: 1.67 cm) are part of the in-house booth construction. The following requirements apply to their treatment, use and return:

- Booth walls may only be painted by the Lessor.
- Users are permitted to clad booth walls with Pavatex, fabrics or other non-flammable materials, provided that these comply with the requirements for construction materials.
- Wallpapering the booth walls is prohibited.
- The rented booth walls must be completely free of nails, screws, adhesive residues and other fasteners after the Event and returned in a clean condition.
- Costs associated with cleaning, repair or restoration of rented booth walls will be charged to Users.

## 7. Data transfer/communication

### 7.1. General

The Lessor's premises are equipped with wired (LAN) and wireless (Wi-Fi) communication networks. These make it possible to provide general and customer-specific network and Internet access.

The use of all network and Internet access provided by the Lessor is at the Users' own risk and must be in accordance with applicable law. The respective terms and conditions of use of the Lessor and/or the provider apply. The actual signal strength and bandwidth available may differ from the communicated connection or reference values. A specific level of signal strength, bandwidth or availability cannot be guaranteed. The available capacity on wireless networks is shared by all connected devices. The Lessor accepts no responsibility for the security, confidentiality or integrity of the data transmitted over the networks. Users are directly responsible for taking appropriate technical and organisational security measures. In particular, protection against unauthorised access by third parties cannot be guaranteed for publicly accessible (unencrypted) Wi-Fi networks.

### 7.2. Wired (LAN)

The Lessor provides wired Internet access. The actual signal strength/bandwidth may differ from the provided connection speed (port speed).

### 7.3. Wireless (Wi-Fi)

The Lessor provides publicly accessible and closed wireless networks. The available capacity on a Wi-Fi network is shared by all connected devices.

### 7.4. Use of private LAN/Wi-Fi components

The use and connection of private network components of any kind (e.g. switches, routers, bridges, tethering solutions, presentation and control technology, own Wi-Fi installations, monitoring systems, etc.) requires the Lessor's prior written consent. The Lessor may make this consent subject to certain conditions. If private components cause disruptions or outages in the Lessor's infrastructure, other contractual partners or third parties, the Lessor may issue instructions for the components concerned to be modified or shut down. If these instructions are not complied with, the Lessor is entitled to carry out the decommissioning itself. In addition, the provisions in section 2 apply.

### 7.5. Exclusion of liability

Users are directly responsible for the technical protection of their connected devices and infrastructure. The Lessor accepts no responsibility for the security, confidentiality or integrity of data transmitted over the network or Internet services provided. In addition, the provisions in section 2 apply.

## 8. Cleaning and disposal

### 8.1. General cleaning

The cleaning of the general transport areas, corridors, stairways and sanitary facilities is ensured by the Lessor. Booth cleaning during set-up, dismantling and the Event is the responsibility of the respective Users.

### 8.2. Cleaning standard/handover condition

Booths, rented spaces and adjacent areas must be handed over clean and in proper condition after the end of the Event. Heavy soiling, adhesive residues and paint or material remnants are considered damage and will be charged to Users.

### 8.3. Waste disposal

Users are directly responsible for properly sorting their waste (e.g. paper, cardboard, glass, plastic, residual waste). The Lessor organises waste disposal within the framework of the Event. Small quantities can be disposed of using the designated collection systems; larger quantities and bulky or hazardous waste will be removed for a fee. Materials or waste left behind after the end of the Event will be disposed of at the Users' expense.

### 8.4. Hazardous materials/hazardous waste

Paints, varnishes, solvents, chemicals, oils and contaminated materials are considered hazardous waste and must not be disposed of using the regular waste systems.

### 8.5. Liquids & soiling

Spilled liquids, oils, fats and other soiling must be cleaned up immediately. The Lessor must be informed immediately if there is a risk to people or infrastructure.

### 8.6. Vehicle washing

Vehicles may only be washed with water (without cleaning agents) and only at the locations designated for this purpose.

### 8.7. Sinks

Water used for cleaning must not be emptied into floor drains, into hall gutters or onto outdoor surfaces. The designated sinks are to be used for this purpose.

### 8.8. Costs in the event of breaches

Additional cleaning work, special disposal or restoration work due to improper use are subject to the provisions in section 2.

## 9. Music, copyrights and noise and laser rules

### 9.1. Music and public address systems

Musical performances and the use of public address systems are only permitted with the Lessor's prior written authorisation. In doing so, the interests of other Users and visitors must be taken into account. Instructions issued by the Lessor must be carried out immediately at all times. The Lessor is entitled to shut down equipment if a request to lower the volume or to adjust operation is not promptly complied with.

Any performance of music is subject to a fee, even if it is exclusively for the internal use of the sales staff. For guest events, Users must obtain the necessary rights and permits in good time from the Swiss Cooperative Society for Music Authors and Publishers (SUISA). For guest events, every User is considered the organiser of musical performances at their own booth, is liable for any copyright infringements and shall indemnify the Lessor against all claims arising from this. The organisation and holding of musical performances (SUISA) is the responsibility of Users.

### 9.2. Volume control/laser devices

Subject to the instructions issued by the Lessor, musical performances may be held up to a maximum volume of 93 dB(A) (average level over 60 minutes). For performances with a volume of more than 93 dB(A) and for the use of laser devices, the City of Bern must be informed at least 14 days before the Event. The respective applicable statutory provisions and official requirements must be complied with. Compensation zones require the Lessor's prior authorisation.

### 9.3. Operating times and length of performances

Music and audio must not be played permanently in the background. The Lessor can impose time constraints, breaks between performances and rest periods, especially during set-up and dismantling phases or in case of increased noise pollution.

### 9.4. Alignment and type of sound exposure

Speakers must be positioned so that the sound exposure is limited to Users' own booths. Sound exposure is not permitted in corridors, neighbouring booths or communal areas. Particularly disturbing noises such as extreme low frequencies (bass), sirens, alarms or loud bangs are prohibited.

### 9.5. Responsibility for content and hired third parties

Users are responsible for all audio, music and sound recordings and for their content. Illegal, discriminatory, offensive or security-related content is not permitted. Users are also liable for the conduct of hired third parties (e.g. DJs, presenters, demonstration personnel) and must ensure that they comply with the provisions of this section.

## 9.6. Special effects

The use of laser devices, mist, fragrances or other special effects is only permitted with the Lessor's prior authorisation and must be carried out in compliance with the applicable statutory provisions. Effects that may impair safety, health or operations are prohibited.

## 10. Final provisions

10.1. Amendments and additions to the Technical Guidelines are made in line with section 1.6. An updated version will be published in an appropriate manner. This updated version will apply to future use or to future contracts and replace earlier versions.

10.2. Swiss law applies. The place of jurisdiction is Bern.

BERNEXPO AG, Bern, 10 March 2026