

General Terms and Internal Regulation

1. Fields of Application

This document governs, unless otherwise agreed in writing, the contractual relationship between the contractor and Beaulieu SA. It also regulates any activity carried out on the Beaulieu Lausanne site.

The contractor acknowledges having read these regulations and undertakes to comply with them from the moment of signing the offer. It is obliged to enforce these conditions among its staff, subcontractors, and all event participants.

During the occupancy period, Beaulieu SA reserves the right to modify or supplement any provisions necessary for the proper operation of its activities and will inform the contractor in writing. The contractor is obliged to comply with any resulting obligations and requirements.

2. General terms and conditions

2.1 Rental Conditions

2.1.1 Booking

Any rental request must be submitted in writing to Beaulieu SA, specifying the nature, purpose, and duration of the event. The duration shall include the opening period as well as assembly and dismantling periods.

The contractor undertakes to organize the event in accordance with the booking. In case of non-compliant use of the premises, Beaulieu SA may at any time deny access and obtain immediate cancellation of the event. Any implicit or explicit form of event denying equality in accordance with Article 261bis of the Swiss Criminal Code is prohibited.

Beaulieu SA may refuse to process a rental request without justification. Subletting of the premises is only permitted with prior notice and agreement from Beaulieu SA.

2.1.2 Booking Conditions

The offer is valid for 15 days unless otherwise stated and creates an option on the quoted spaces and services. After the option period expires, the organizer no longer has priority if another request is submitted for the same rooms at the same time.

Once the offer is accepted in writing by the contractor, the rental agreement is drawn up by Beaulieu SA and sent for countersignature. The agreement enters into force only upon countersignature by Beaulieu SA.

To establish the offer and rental agreement, the contractor must provide:

- Complete company name and address
- Full contact details of legal representatives and signatories (as registered with the Commercial Register)
- Recent extract from the Commercial Register (dated less than one month, PDF from the official cantonal website)
- Nature, purpose, and programme of the event
- Event name
- Estimated number of participants
- Event dates (assembly, operation, dismantling)

Beaulieu SA reserves the right to rent the premises to a third party if the signed rental agreement is not returned within 30 days of issuance, and at least 2 weeks before the first day of the event.

2.1.3 Signature and Legal Capacity

The agreement must be signed by persons with signing authority as registered in the Commercial Register, either individually or jointly. A handwritten signature on two originals is required. Beaulieu SA may request additional documents to verify the signatory's legal capacity, particularly for foreign contractors.

2.1.4 Simultaneous Events

Other events may take place simultaneously at Beaulieu Lausanne without indemnity to the contractor. Information on ongoing bookings may be obtained from Beaulieu SA. During certain exhibitions, advertising banners may be hung on building facades.

2.2 Ordering of Equipment and Service Provisions

All orders for equipment and service provisions must be submitted in writing to Beaulieu SA at least 21 days prior to the event to guarantee availability.

For late orders, Beaulieu SA reserves the right to apply surcharges as follows:

- 50% for orders placed less than 21 days before the event
- 75% for orders placed less than 72 hours before the event
- 100% for orders placed on-site

2.2.1 Order Cancellation

Any cancellation must be communicated in writing. Despite cancellation, the following amounts remain due:

- 50% of costs (including tax) if cancellation occurs up to 45 days before the first day of assembly
- 100% of costs (including tax) if cancellation occurs up to 30 days before the first day of assembly
- Any commenced service is due in full

2.3 Payment Conditions

Unless otherwise stated in the rental agreement, payment conditions are as follows:

- On signature of the rental agreement: 20% of the quoted service provisions
- 6 months before the event at the latest: 30% of the quoted service provisions
- 3 months before the event at the latest: 30% of the quoted service provisions
- Final invoice after the event: balance due within 10 days of receipt

If the percentage is not expressly stated, the deposit is 80% of the quoted services.

For associations/entities/individuals not registered in the Commercial Register or domiciled abroad, Beaulieu SA requires 100% of the quoted service provisions 3 months before the event according to:

- On signature: 20%

- 6 months before: 40%
- 3 months before: 40%
- Final invoice: balance due within 10 days

Failure to pay any deposit allows Beaulieu SA to cancel the event and withhold services. Space rental remains due immediately.

Amounts are calculated in Swiss francs (CHF), taxes included. Contractors exempt from VAT must provide a copy of the exemption certificate. Bank fees for foreign payments are borne by the contractor.

2.4 Termination of the Agreement

In case of total or partial termination by the contractor, Beaulieu SA must be informed in writing, and termination fees are calculated as follows:

- More than 6 months before assembly: 15%
- Less than 6 months before assembly: 50%
- Less than 3 months before assembly: 75%
- Less than 30 days before assembly: 100%

Beaulieu SA reserves the unilateral right to terminate the agreement without indemnity if the contractor fails to provide a clear description of the event, violates good morals, threatens public order, or fails to obtain mandatory administrative authorizations.

If the contractor breaches obligations, Beaulieu SA may terminate at any time, with the full amount still due.

2.5 Works

Beaulieu SA may occasionally carry out works on the Beaulieu Lausanne site that could interfere with the proceedings of events. Wherever possible, Beaulieu SA will inform the contractor of the progress of such works and propose solutions to minimise any resulting inconvenience. It is expressly agreed that these works and any disturbances resulting therefrom shall be considered a case of force majeure, releasing Beaulieu SA from any obligation toward the contractor and the event participants.

2.6 Insurance and Liability

The contractor undertakes to take out civil liability insurance covering the event, including any potential damages and incidents arising therefrom. In the absence of such insurance, the contractor remains fully liable for any damages caused.

Beaulieu SA may require the contractor to provide a certificate issued by a duly authorised organisation in Switzerland.

The contractor is also responsible for taking out any insurance necessary to conduct its activities and to hold the event, including event cancellation insurance. If no such insurance is taken out, the contractor assumes full responsibility.

Beaulieu SA declines any liability for objects temporarily stored on the premises (with prior approval), particularly in the event of loss or theft. The contractor is responsible for insuring all exhibited objects, as well as any other property located in the premises of Beaulieu SA or on the exhibition site.

Furthermore, Beaulieu SA cannot be held responsible for any injury or damage to persons or property resulting from external elements or circumstances beyond its control.

Liability is excluded for indirect or consequential damages, including loss of income, loss of business opportunities, unrealised savings, and other similar damages.

Insofar as Beaulieu SA cannot clearly be held liable, all risks remain the exclusive responsibility of the contractor.

2.7 Case of Force Majeure

In the event of unpredictable and extraordinary circumstances (such as war, terrorism, strikes, earthquakes, pandemics, or any other force majeure) that prevent the event from taking place, both parties shall be released from their obligations relating to the cancelled event. Amounts already paid shall be refunded, except for sums corresponding to expenses incurred in good faith under the rental agreement. The contractor shall have no claim for compensation against Beaulieu SA.

2.8 Exclusive Services

2.8.1 Catering

Beaulieu SA has partnerships with approved caterers for all catering and beverage services. The contractor will be offered a selection of caterers depending on the spaces used. Beaulieu SA provides the caterer with a basic set of furniture and a workspace. The caterer may only set up and operate during the contractor's rental hours. Should the caterer's setup period exceed the rental period allocated for the event, any additional hours or days of rental shall be borne by the contractor.

If the contractor wishes to use a different catering service provider, a 15% fee will apply to the turnover generated by the third-party provider. The contractor must provide details of all orders placed and/or the value of any donations within 30 days following the event. Beaulieu SA reserves the right to request additional supporting documents to calculate this fee.

2.8.2 External Caterers

For third-party caterers, the rental fee for regeneration and kitchen areas is CHF 300 per day. Electrical connections are included in the regeneration areas. For areas outside the regeneration zones, water and electricity must be ordered at least 15 days prior to the event from the assigned event manager or the Congress and Events Department (if no prior contact has been established). These services will be invoiced to the contractor.

The third-party service provider will not have access to Beaulieu SA's regeneration zones or the basic set of furniture and must provide its own furniture. Any additional work areas rented for the caterer will be the responsibility of the contractor. All installations of third-party caterers must be approved by the safety and hygiene services.

The third-party caterer must hold a valid Vaud business license for its activity and provide a copy to Beaulieu SA. The caterer must also sign the non-referenced caterer regulations no later than 30 days prior to the event, to confirm that it has read and accepted all provisions.

2.8.3 Rigging Points

Beaulieu SA works with an exclusive partner for all interventions concerning attachment points and suspended elements.

Any request to use attachment points must be submitted in writing to the event manager responsible for the file. Existing

attachment points may only be used through Beaulieu SA's exclusive partner. The equipment to be suspended, the relevant loads, and the suspension methods must be precisely detailed in the request.

No installation may be carried out without prior written approval from Beaulieu SA. Beaulieu SA reserves the right to refuse any request or to impose specific conditions for safety reasons or to ensure compliance with applicable standards.

2.8.4 Technical Connections

Connections for water and electricity are services provided exclusively by Beaulieu SA, for safety reasons.

The assessment of electrical needs is discussed between the contractor and the events manager during the preparation phase of the event. Beaulieu SA installs the electrical boxes depending on defined needs. The contractor exclusively uses the ordered connections. The use of additional sockets existing in the rooms and communal areas must be the subject of a prior request. The type of equipment plugged in must be detailed in the request. Beaulieu SA reserves the right in case of non-compliant installations to oblige the rental of electrical boxes.

2.8.5 Cleaning

Cleaning is an exclusive Beaulieu SA service. In the room rental, the cleaning before and after the event is included in the flat rate of the room, as well as a sanitary presence for any conference running up to 8 p.m. Additional cleaning is the subject of a distinct written request and a separate invoicing incumbent on the contractor. In the rental of a hall, cleaning is an additional service provision quoted in addition to the space rental. Any specific request must be formulated in writing.

2.8.6 Other Partners

Beaulieu SA also proposes audiovisual and technical services. The contractor can nonetheless choose to work with other partners for these specific fields.

If the intervention of external partners of the contractor involves dismantling certain infrastructures, handling costs may be invoiced by Beaulieu SA. The external partners mandated by the contractor are subject to the same company rules and regulations as the contractor. By virtue of its signature, the contractor is also committed on behalf of its service providers.

2.9 External Areas, Car Park and Garden

The external areas, car park and garden on the Beaulieu SA site are communal areas. The use of these spaces by the contractor must be the subject of a written booking request to Beaulieu SA.

2.10 Protection of the Brand

In its operations or means of communication vis-à-vis third parties, the contractor undertakes to ask for express, written and prior agreement, if it wishes to entertain the idea that Beaulieu SA or the city of Lausanne are directly or indirectly associated with the concept or realisation of the event.

2.11 Damage Caused to the Rented Assets

Damage caused by the contractor to the rented assets, whatever the nature, shall be the subject of a written report. Repairs shall be carried out by Beaulieu SA or by a

mandated external company, at the expense of the contractor.

2.12 Regulatory Authorisations

The contractor must ask for all necessary authorisations from the Safety and Economics Department of the city of Lausanne, within a period of 30 days, before the beginning of the event. Failing authorisation, the agreement becomes null and void, subject to payment of the rent that remains due. It is the responsibility of the contractor to enquire with precision and send directly the event announcement form on the territory of the municipality of Lausanne to:

Direction de la sécurité et de l'économie
Service de l'économie
Office des autorisations commerciales et des manifestations
Bureau des manifestations et des marchés

Rue du Port-Franc 18,
Case postale 5354
1002 Lausanne
Tel.: 021 315 32 51/52/53
Fax: 021 324 13 72
Email: economie@lausanne.ch
www.lausanne.ch/eco

2.13 Taxes, Copyrights and Other Licences

The payment of any taxes/copyrights and/or licence falls under the exclusive responsibility of the contractor. Moreover, the contractor undertakes, entirely discharging Beaulieu SA, to carry out all formalities in connection with taxes and/or licences, including notably making contact with the administrations concerned and providing them with all useful information and/or documents.

Notably referred to by this clause are the withholding tax levied in accordance with Article 139 of the (Vaud) Act on Direct Cantonal Taxes (concerning artists) and the tax on entertainment levied in accordance with Article 31 of the Act on communal taxes. This list of taxes is only an example.

In accordance with international treaties and Swiss legislation on copyrights, any person playing music or broadcasting music from a sound or audiovisual medium in the premises is bound to obtain authorisation from the SUIISA (Swiss society for copyrights of musical works). SUIISA must be informed of the use of music at least 10 days before the beginning of the event. Beaulieu SA accepts no claim formulated by a third party and resulting from non-compliance with the prescriptions relating to copyrights.

2.14 Modifications and Amendments

The rental agreement may be the subject of modifications or amendments which, to be valid, must be signed by both parties. They shall then be an integral part of the rental agreement, having precedence over the potentially different terms provided for herein.

Beaulieu SA reserves moreover the right to modify these general terms and conditions at any time and without notice.

2.15 Governing Law and Competent Court

Only Swiss law is applicable. In the event of a dispute resulting from this agreement the exclusive place of jurisdiction is in Lausanne.

3. Company rules and regulations

3.1 Rental of the Premises

3.1.1 Configuration of the Premises

The setting up of the premises is defined in advance in agreement with Beaulieu SA. Beaulieu SA makes available as needed plans of spaces to allow the contractor to design its layouts and plan its technical installations. Potential infrastructural modifications that would occur in the spaces and that would involve an updating of the plans shall not give rise to any compensation with the contractor.

The contractor is obliged to provide scaled layout plans respecting safety measures. If applicable, Beaulieu SA reserves the right to contract a professional service provider and the costs incurred shall be borne by the contractor.

The setting up is then validated by the safety officer who provides means of access and evacuation among others. Potential changes during the event are only possible with the agreement of security. Respecting escape routes is the responsibility of the contractor.

3.1.2 Availability of the Premises

The premises are made available to the contractor from 7 a.m. to 10 p.m. Any schedule overrun must be announced beforehand, but at least 14 days before the event, so as to allow the Convention Centre to provide the necessary measures. Exceeding this schedule is possible subject to contractual and/or legal conditions.

3.1.3 Capacities of the Premises

The standard capacities of the premises communicated on the internet and in brochures are subject to revision depending on the type of event. In fact, the layout of events may influence them. Final capacities will be communicated to the contractor after project review.

3.1.4 Inventory of Fixtures, Entry and Return of the Premises

For events involving a significant set-up by the contractor, Beaulieu SA is entitled to request a security deposit, accompanied by an inventory of fixtures at the time of entry and exit. The security deposit may, in certain cases, cover potential additional cleaning or repair costs. Depending on the condition of the premises upon return, the deposit will be refunded via a deduction on the final invoice.

The use of elevators with pallet trucks or any other heavy or bulky equipment is strictly prohibited. Such equipment must use only the freight lifts.

3.1.5 Decorations and Installations

Hanging decorations and/or installing technical equipment is strictly prohibited without the prior written consent of Beaulieu SA. Decorations provided by the contractor must comply with fire safety regulations (flammability class RF2) or be fireproofed. It is forbidden to attach or glue decorations and/or technical equipment to the walls, floors, ceilings, or columns of the building.

All installations must comply with the applicable legal standards. In the event of an unauthorized installation, Beaulieu SA may remove it at the contractor's expense, without any recourse for the contractor.

3.1.6 Signage

Any signage added inside the building (roll-ups, banners, etc.) is subject to the prior written approval of Beaulieu SA. It is allowed as long as it does not interfere with the coexistence of other events and must, for safety reasons, be validated by the event manager.

It is forbidden to attach or glue any signage to the walls, floors, ceilings, or columns of the building. In the event of unauthorized signage, Beaulieu SA may remove it at the contractor's expense, without any recourse for the contractor.

The installation of signage on the façade is only permitted at locations predefined in the signage catalogue provided by Beaulieu SA. The contractor is free to choose the provider for producing the banners, but hanging them on the façades may only be carried out by providers approved by Beaulieu SA.

3.1.7 Equipment for signage and markings

The Beaulieu site is equipped with a digital signage system that will display standard information regarding the event (title, room, level). Customized use of these screens is possible but must be approved by the event manager no later than 15 days before the event and may incur additional costs depending on the use requested by the contractor.

Any markings on public roads are prohibited. Any external markings must receive prior approval from Beaulieu SA and, in certain cases, from the competent local authorities.

If the contractor wishes to use their own devices, installations, or technical markings, they must ensure that these comply with Beaulieu SA's minimum quality and power requirements.

3.1.8 Sound and Laser Regulations

The use of laser beam installations is subject to a cantonal authorization request via the cantonal commercial police.

The contractor is required to comply with the obligations imposed by the Ordinance on the Federal Act on Protection against the Hazards of Non-Ionizing Radiation and Sound of 27 February 2019 (O-LRNIS RS 814.711). Any breach will be reported and invoiced to the contractor (in addition to the amounts due). Sound levels must not exceed the limits established by the commercial police. Any fines for nighttime noise are entirely the responsibility of the contractor. In the event of a breach, Beaulieu SA is also entitled to terminate the event.

3.1.9 Non-respect of Authorisations

All fines, sanctions for non-compliance with authorisations received from the authorities, as well as any breach in the submission of event announcements, are the responsibility of the contractor.

3.2 Security

3.2.1 On-call Security

Beaulieu SA provides an on-call security service throughout the duration of the event. The prevention officer in charge of this service is responsible for the security of the site. He/she is assisted by the event manager for all logistical issues specific to each event. They have access at all times to all areas of the site to verify security, ensure compliant use, and intervene in case of emergency. The contractor must comply with all safety and hygiene rules.

Depending on the event, Beaulieu SA is entitled to require the contractor to implement additional security measures.

3.2.2 Safety of People

The contractor is personally responsible for maintaining good order in the areas it occupies. Unless otherwise stated in writing beforehand, the contractor ensures the safety of its attendees from the moment they enter the event, throughout their presence on the premises, until full release of the spaces made available.

This responsibility also applies to companies and personnel engaged in the assembly, operation, and dismantling of the event mandated by the contractor.

Occupational safety and health measures, the Swiss Employment Act, and SUVA (Swiss National Accident Insurance Fund) recommendations apply to all work carried out on the Beaulieu Lausanne site.

The contractor acknowledges that, for reasons of safety and hygiene, animals are not allowed inside the building, except for guide animals for people in need.

3.2.3 Use of a Security Company Mandated by the Contractor

If the contractor chooses to engage an external security company, it must provide proof of affiliation with the French-speaking Swiss Consortium of Security Companies at least two weeks before the start of the event.

For more information, the contractor is referred to:
<https://www.vd.ch/themes/secure/police/entreprises-de-secure/>

Beaulieu SA declines all responsibility in the event of an accident if the regulations and conditions required by this document, or referenced herein, are not complied with.

3.2.4 Reservation

If the situation so requires, Beaulieu SA reserves the right at any time to demand additional safety measures or, in case of emergency, to implement them at the contractor's expense, in order to ensure compliance with the rental agreement.

3.2.5 Storage

The storage of empty packaging is only permitted with the prior agreement of Beaulieu SA. For safety reasons, the contractor must obtain instructions regarding authorised locations and storage conditions. Any unauthorised storage may be removed by Beaulieu SA at the contractor's expense. Beaulieu SA declines all responsibility in the event of theft, loss, or damage to stored empty packaging.

3.2.6 Fire Protection

Any use of smoke devices, fog machines, materials or tools generating flames or heat must be authorised by Beaulieu SA's security services.

All legal fire safety regulations (AEAI) applicable on the Vaud Canton site, as well as the protection requirements of the Cantonal Establishment, must be strictly observed. In the event of non-compliance, the contractor may be prevented from carrying out the event, without any right to compensation.

For more information, please consult the following links:
<http://www.praever.ch/fr/bs/vs/Seiten/default.aspx>

<https://www.eca-vaud.ch/collectivites-publiques/prevention-des-dangers/manifestations-temporaires>

3.2.7 Inspection by Control Authorities

For control purposes, Beaulieu SA authorities must be able to access the rented premises at any time. It is mandatory to comply with any prohibition on smoking or lighting fires. If the contractor wishes to store or use flammable materials, prior authorisation from the fire department is required. Any granted authorisations must be sent to Beaulieu SA.

3.2.8 Prohibitions

Smoking inside the premises, or modifying or disabling any safety installation or equipment, is strictly prohibited. The use or storage of liquid gas bottles is forbidden inside the premises.

3.2.9 Special Hazards

The use or storage of flammable, toxic, or hazardous products is prohibited. If necessary, a request must be submitted to Beaulieu SA security.

3.2.10 Floor Loads

Maximum floor loads vary depending on the spaces. The contractor must notify the events manager of the desired maximum loads to obtain authorisation.

3.2.11 Escape Routes

Passages, aisles, and emergency exits must remain passable and freely accessible at all times, without any obstruction of any kind (cables, furniture, stock, etc.).

3.2.12 Emergency Services

Emergency resources such as first aid personnel, ambulances, and medical services must be provided by the contractor according to the risks of the event and applicable standards (IAS). The directives issued by IAS must be complied with and can be consulted at the following link:
<http://www.ocvs.ch/uploads/default/id-88-Directives-organisation-manifestations-F.pdf>

3.3 Deliveries and Packages

Beaulieu SA accepts the delivery of equipment or packages prior to an event only subject to the availability of storage space and for a maximum of 5 working days before the event. All advance deliveries must be announced in advance by the organizer and approved by the event manager.

Beaulieu SA reserves the right to refuse any package that has not been previously announced or accepted. All costs related to deliveries, including customs fees, must be paid in advance. Beaulieu SA will not accept any charges upon receipt and may invoice the contractor for all costs related to deliveries or customs.

Any package arriving after the end of the event will be refused. Beaulieu SA will not return any items after the event: all returns must be arranged by the client or exhibitor.

Packages must be addressed as follows:

Beaulieu SA
Event Name / Name of Event Manager
Avenue des Bergières 10
1004 Lausanne
Switzerland

3.4 Visibility and Communication

If the contractor tags Beaulieu SA in a social media post, this tag constitutes explicit consent for Beaulieu SA to republish, share, or use this post, even if the contractor indicated in the "Marketing Visibility" section of the contract that they do not authorize the republication of their content. Contractors who do not wish their post to be republished should not tag Beaulieu SA in it.

4. Environmental Commitment

4.1 Best Environmental Practices

The contractor is encouraged to minimize the environmental impact of their event as much as possible by implementing appropriate actions in consultation with Beaulieu SA and its teams, including:

- Encouraging the use of public transport or other sustainable mobility options (train, bus, bike, carpooling) for participants, visitors, teams, and service providers.
- Providing clear and timely communication to the public, including information on sustainable access, public transport schedules, and travel plans, as well as explicit encouragement to reduce individual car use.
- Reducing waste and promoting recycling by limiting the use of single-use items (goodies, brochures, disposable tableware) and encouraging on-site recycling.
- Prioritizing local service providers (technical, catering, furniture, security, etc.) to reduce logistical transport and support the regional economy.
- Using recycled, recyclable, or eco-certified materials for decorations, stands, signage, and space layouts.
- Ensuring that furniture or temporary installations can be reused or repurposed after the event.
- Limiting unnecessary promotional items (single-use goodies, plastic bags, etc.) or replacing them with sustainable and useful alternatives in reasonable quantities.
- Implementing a system for managing unsold food, with, if possible, collaboration with an approved charity or a recycling partner.
- Raising participant awareness of the environmental issues related to the event through a charter, on-site communication, or dedicated visuals to encourage good practices.

4.2 Waste Management and Responsibility

The contractor is responsible for managing the waste generated during the event. Beaulieu SA may provide a system for on-site collection and sorting. In case of poor waste management, non-compliance with sorting instructions, or abandonment of waste in the premises or external areas, Beaulieu SA reserves the right to invoice the contractor for additional costs related to waste management and treatment

Lausanne, February 2026.

The French version of these general terms and internal regulations shall prevail over all other translated versions. Beaulieu SA may not be held liable under any version other than the French version. Translated versions are provided to customers for informational purposes only.