

StageOne

Rules of Operation

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1 Rules of Operation

1.1 Logistics

1.1.1 Logistics journeys

The Lessee shall plan and enforce strict arrival and departure times for logistics journeys. The Lessee must provide in writing a corresponding proposal for setting up and dismantling to the Lessor, no later than 14 days before the Event, with time slots and divided into subject areas. The Lessor must confirm this in writing.

Vehicle engines must be switched off during loading and unloading.

Transport operators must comply with the instructions given by the Lessor, event management, the hall attendant, the security service and the traffic police.

The Lessee is not permitted to park on StageOne's restricted areas or parking lot without the Lessor's consent.

Transportation of material is not permitted during the opening times of the Event. A subsequent delivery must be made before opening or after closing of the halls to visitors. Transportation or replacement of material during the Event requires express authorization from the Lessor.

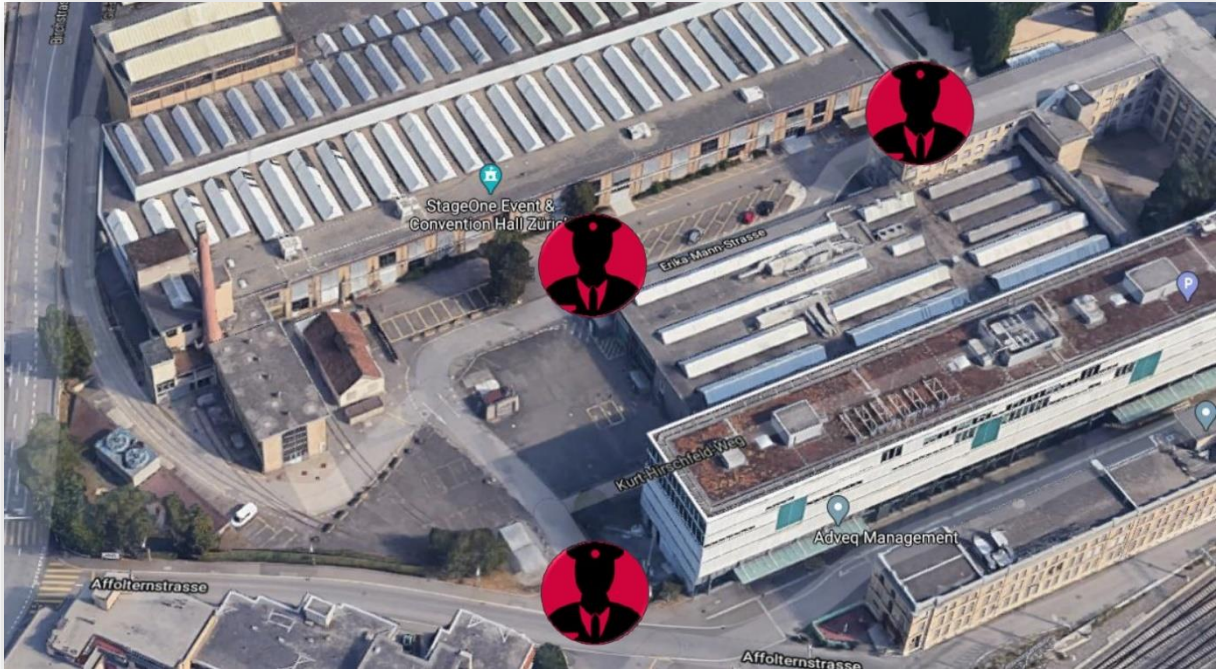
As a general principle, deliveries may be made on booked dates only. Exceptions are possible upon written request to the Lessor. The Lessor will provide in advance an estimate of the costs incurred, depending on the volume to be stored. The Lessee must also arrange in advance the delivery times with the Lessor. If the delivery date or time is not met, the delivery will not be accepted.



1.1.2 Traffic control

It is at the Lessor's discretion as to whether personnel will have to be brought in for traffic control. The Lessee must obtain appropriate personnel from the security partner at the Lessee's expense.

If vehicles are blocking escape routes, the Lessor may order them to be towed at the expense of the vehicle owner or the Lessee.



1.1.3 Floor loading

If the Lessee intends to bring heavy equipment and furniture weighing over 500 kg into the rental property, prior consent must be obtained from the Lessor (risk of the raised floor collapsing).

1.1.4 Mail and courier deliveries

Mail and courier deliveries may be made on booked dates only.

Exceptions are possible upon written request to the Lessor. The Lessor will supply in advance an estimate of the costs incurred, depending on the volume to be stored. The Lessee must also arrange in advance the delivery times with the Lessor. If the delivery date or time is not met, the delivery will not be accepted.

The Lessor is not responsible for any mail costs that may be incurred in connection with items sent by mail. The sender must provide this information to the forwarding company. If it does not do so, the goods will not be accepted.

Delivery address:

StageOne – Event & Convention Hall Zurich

Name of the exhibition/Event

Company name

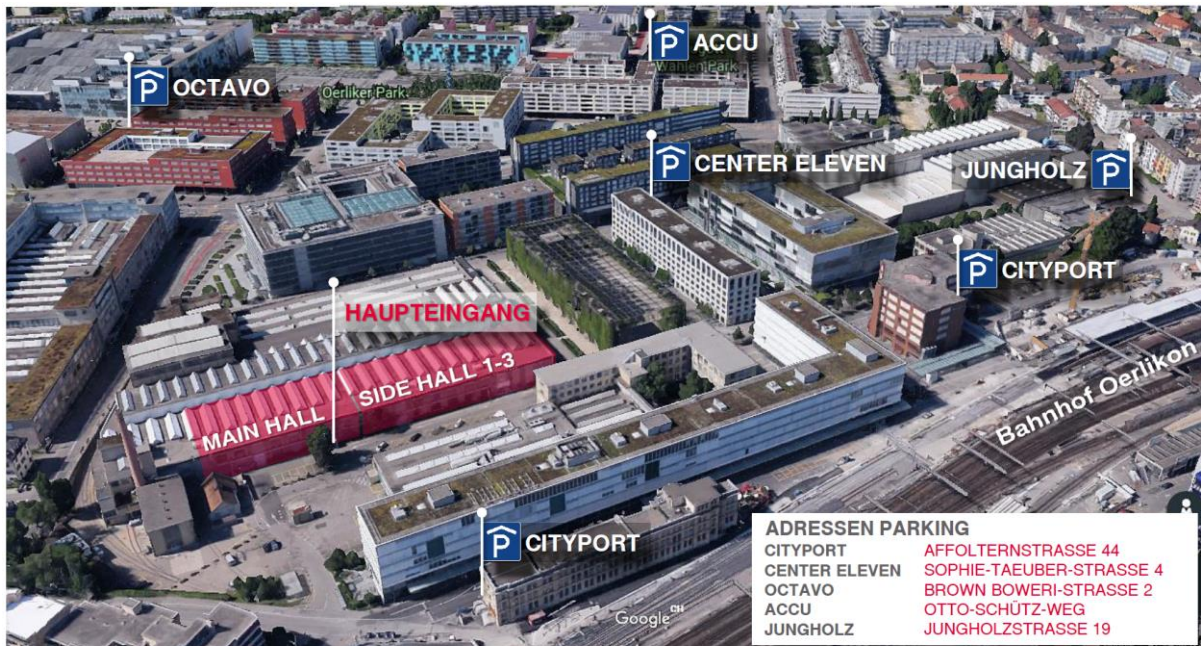
Stand number

Elias-Canetti-Strasse 146
8050 Zürich

1.2 Parking spaces

The entire grounds around the StageOne event location are privately owned. Specific parking and vehicular access rules apply. Private vehicles must be parked within the assigned areas. Parking is strictly prohibited in front of the entire facade (yellow stripe). The Lessor is not liable for parking fines or for damage to parked vehicles.

The Lessee is asked to draw its guests' attention to the surrounding parking garages and the proximity to public transport. The available space in the surrounding parking garages can be checked in advance under the following web address: <https://www.pls-zh.ch/parkraum.jsp?prid=3>



1.3 Hall partners

The Lessor works with hall partners in order to optimize processes and on account of the special conditions applicable to certain areas. This concerns the following areas:

Catering

Sole partner StageOne-Gastronomie

Event technology

Sole partner smARTEc Veranstaltungstechnik AG

Security

Sole partner Security & Safety AG

Cleaning

Sole partner M&H Reinigungen

1.4 Decorations / technical installations

It is prohibited to make alterations to structural and technical facilities. Decorations and/or technical installations may only be installed with the Lessor's consent. Relevant plans must be provided to the Lessor no later than 14 days before the Event. The Lessor is responsible for ensuring that the plans comply with fire prevention authority regulations. In addition, only materials that do not cause damage to the rental property may be used to attach decorations. Immediately after the Event, all decorations must be removed, taken away and/or disposed of by the Lessee.

Available technical installations (lighting, electricity, heating etc.) may only be operated by the Lessor (hall attendant).

All material (decorations etc.) used must comply with fire prevention authority regulations and satisfy a minimum of reaction-to-fire rating V2 (flame retardant); material must not drip flaming particles, produce toxic fumes or gases when heated, or generate dense smoke. Untreated decorations that explode or burn explosively, as well as reeds, straw, brushwood, paper, wood wool etc. are prohibited. Appropriate evidence of the fire protection properties of the construction materials must be presented to the safety authorities upon request during the acceptance procedure.

1.4.1 Exhibition stands and stand constructions

For the construction of exhibition stands, the maximum height of four meters must be observed. Any requests for exceptions must be submitted by the Lessee to and approved by the Lessor. The Lessor must be informed in each case. Should the Lessor incur additional costs for the clarifications, such costs will be communicated in advance and charged to the Lessee.

The horizontal distance from installations to sprinkler nozzles must be at least 30 cm and the vertical distance at least 50 cm. Stands in halls equipped with sprinkler systems must be open at the top in order to ensure that sprinkler protection is not impaired.

1.5 Fire prevention authority

1.5.1 Hall layout

All hall layouts must be accepted by the Lessor in writing 14 days before the Event. Fire prevention authority authorizations are obtained by the Lessor. The required documents (hall layouts and setup plans, Event and delivery proposal, schedule etc.) must be delivered to the Lessor in written form 14 days prior to the Event. If this deadline is not met, a timely authorization cannot be guaranteed.

For exhibition stands, both rear and side walls must be clearly marked on the layout.

1.5.2 Escape routes

The escape route width of 2.5 m between the stands must be observed in all cases and marked on the layout.

Fire extinguisher points, fire extinguishers and all other safety facilities must be freely accessible.

Whenever a gallery section is in use, the corresponding staircases must be kept clear.

1.5.3 Emergency exits

The full width of the emergency exits must be kept clear. Signage must be fully visible and must not be concealed at any time (e.g., by tall structures). Should this be the case, the Lessee must inform the Lessor accordingly. Any additional signage required will be ordered by the Lessor and invoiced to the Lessee.

1.5.4 Maximum occupancy

The Lessee is responsible for ensuring that the number of persons admitted does not exceed the capacity approved by the fire prevention authority for the rented portion of the hall. For this purpose, the maximum numbers indicated by the Lessor depending on the type of use shall be binding.

1.6 Artists' dressing rooms / backstage

Smoking is strictly prohibited in the artists' dressing rooms.

1.7 Order and security

The Lessee shall prepare and be responsible for the security proposal and thus for security during the Event. The Lessee must provide at its own expense sufficient security personnel from Security & Safety AG, who will be responsible for the security of the grounds, the hall and the Events. For every Event, the Lessor requires at least one security guard in addition to the fire guard. For Events with more than 200 people, the number of security guards must be increased, at the Lessee's expense, in accordance with the specifications of Security & Safety AG and the Lessor. This may also be done after the Agreement has been concluded and without justification. The instructions of the security officer (SO) present or of the hall attendant must be complied with at all times.

In the event of a security-related incident during the Event, the Lessor shall not be held liable.

In addition, the Lessee must designate a person who is competent and willing to enforce the order and security regulations for the entire duration of the Event. The Lessor shall not be held liable for any lost or stolen Event inventory. For any valuable items on the premises, continuous surveillance by Security & Safety AG is recommended.

1.7.1 Medical service

The obligation to provide an EMT (emergency medical care) service is a matter for the Lessee and is recommended by the Lessor.

The Lessor requires an EMT service for Events with more than 1,000 guests/visitors.

1.7.2 Automobiles

For automobile exhibitions, it must be ensured that:

- both automobile battery terminals are disconnected from the AC grid
- the gas tank is filled to between 1 and 5 liters

1.7.3 Fireworks / pyrotechnics effects

The use of fireworks and pyrotechnic effects is permitted only with the agreement of the security partner and the Lessor. A request must be submitted to the Lessor accordingly, in writing, no later than 14 days before the Event. The Lessee is prohibited from using fireworks and pyrotechnic effects in and around StageOne without authorization.

1.7.4 Smoke and fog machines

Any use of smoke and fog machines before and during the Event must be arranged with and authorized by the Lessor. Security personnel with appropriate training will be appointed. The costs shall be borne by the Lessee.

1.8 Damage report

The Lessor shall prepare a damage form before and after the Event. The cost of remediating and repairing the damage listed therein shall be borne by the Lessee, including any damage caused by third parties. Any excesses in the Lessor's insurance policy shall also be settled by the Lessee. Whenever possible, damage will be repaired by the Lessor itself, on a cost neutral basis. If this is not possible, the Lessor will engage a third party to carry out the repair work. It is recommended that the Lessee take a guided tour of the hall before using it, in order to make a note of any existing damage. To arrange this, the Lessee must propose an appointment date to the Lessor prior to using the hall. The Lessor shall perform handover and return of the hall together with the Lessee.