

# INTERNAL SAFETY REGULATIONS

CENTRE DE CONGRÈS MONTREUX SA – 2026



## PURPOSE AND SCOPE

---

These regulations summarize all safety requirements applicable within the 2M2C building.

They apply to all events held in the venue, including setup and dismantling periods. They establish:

- fire prevention and evacuation rules,
- technical and structural requirements,
- insurance and liability obligations,
- specific conditions for exhibitors and contractors.

The Organizer is contractually responsible for ensuring that these regulations are respected by its exhibitors, contractors, and subcontractors.

## RESPONSIBILITIES

---

**2M2C:** ensures building compliance, safety systems, and technical equipment. It may impose additional requirements to guarantee safety.

**Organizer (tenant):** responsible for the safety of the event and its participants. Must appoint a safety officer and provide 2M2C with all required information (plans, certificates, insurance).

**Exhibitors and contractors:** must comply with these regulations through their agreements with the Organizer.

**Approved technical contractors (audiovisual, cleaning, security, logistics, rigging, catering, customs):** must follow 2M2C rules and operate only according to approved procedures.

## PUBLIC SAFETY

---

- The Organizer is responsible for maintaining order and ensuring the safety of attendees from entry to exit.
- Maximum occupancy limits for each space, as defined by ECA Vaud and approved evacuation plans, must be observed.
- 2M2C may require additional safety services (firefighters, certified guards) depending on risk levels. Costs are borne by the Organizer.
- Animals are prohibited (except certified guide dogs and assistance dogs).
- Accessibility for persons with reduced mobility (PRM) is mandatory: any stand with flooring over 2 cm high must include a ramp (min. width 90 cm, slope 2–5%, integrated into the stand).

## LAYOUTS AND INSTALLATIONS

---

- All partitions must be approved by 2M2C and made of fire-rated materials.
- When the nature of the installation, activity, or flooring requires it, the Organizer or its exhibitors must protect the floors with appropriate materials.
- Only 2M2C-approved double-sided adhesive tapes may be used:
  - 3M No. 9252 or TESA No. 55735-00014 for resin, tile, smooth concrete, varnished parquet, or PVC floors,
  - 3M No. 9195 or TESA No. 4939 for carpeted floors,
  - These products are available for purchase from 2M2C.
- Any damage, marks, or residue caused by the use of non-approved products will be charged to the Organizer.
- Layout plans (including weights/loads) must be submitted to 2M2C for review of building and fire safety compliance.
- Any exceptional floor load must be declared when submitting plans.
- 2M2C may request supporting documentation; the Organizer remains solely responsible for the structural and technical compliance of installations.
- All rigging must be approved by 2M2C and its technical partner and carried out only on authorized points.
- Using sprinklers, ducts, or cables for rigging is strictly forbidden.
- Rigging projects must be submitted to the Event Manager at least two months before the event.
- It is strictly prohibited to modify, drill, or nail into walls, ceilings, or slabs.
- No structure or equipment is allowed within 50 cm of false ceilings or technical systems.
- No element (banner, bridge, truss, signage) may cross circulation aisles.
- All materials used for stands, decorations, curtains, coverings, scenographic elements, wall claddings or temporary ceilings must meet the applicable Swiss fire reaction requirements. They must comply at least with classification EN 13501-1: B-s1,d0, or with an equivalent classification recognised by the AEAI (minimum RF2). Official classification certificates must be provided to 2M2C or to the competent authorities upon request. Fire-retardant treatments applied on site are only permitted if supported by a valid certification and complete technical documentation. 2M2C reserves the right to prohibit any material or decorative element deemed non-compliant or presenting a particular risk.

## HANDLING EQUIPMENT

---

- The use of handling equipment (pallet jacks, forklifts, lifts, stackers, etc.) inside the building is subject to 2M2C approval.
- Only electric, clean, non-marking-wheeled equipment suitable for the permitted floor load may be used.
- Combustion-powered equipment or any device likely to damage or mark the floors (resin, parquet, carpet, PVC) is prohibited.
- Floor protection must be installed where required.
- Any damage or marking resulting from non-compliant equipment will be charged to the Organizer.

## TECHNICAL INSTALLATIONS

---

- Electrical work must be performed only by certified electricians in full compliance with current NIN (NIBT) and NIV (OIBT) standards.
- All connections must be approved by a 2M2C technician.
- Unauthorized connections to building systems are forbidden.
- 2M2C installations must not be altered or modified.

## CONTRACTORS

---

- Contractors hired by the Organizer (setup, audiovisual, catering, cleaning, logistics, security) must comply with these regulations.
- They may work only during time slots approved by 2M2C and within assigned areas.
- They must register and wear an identification badge.
- They must follow internal circulation and loading rules and never block exits.
- Wearing PPE (helmet, vest, safety shoes, fall-arrest harness where required) is mandatory during setup and dismantling.
- Alcohol or drugs are strictly forbidden on site.
- Work areas must be kept clean and waste regularly removed.
- Using 2M2C equipment, machines, or installations without authorization is prohibited.
- Any accident, damage, or irregularity must be immediately reported to 2M2C.
- Contractors must always follow 2M2C staff instructions and comply with evacuation procedures.
- Companies must hold adequate liability insurance.

## INSURANCE AND LIABILITY

---

- The Organizer is solely responsible to 2M2C and third parties for any damage caused by its exhibitors or contractors.
- It must maintain sufficient insurance coverage for civil liability, personal injury, property damage, consequential loss, and business interruption.
- Exhibitors must insure their own property, stands, and equipment.
- Copies of the Organizer's insurance policies (liability and property) must be provided to 2M2C before the event.
- 2M2C accepts no responsibility for exhibited items, financial losses, theft, or damage.

## WASTE, CLEANING, AND SUSTAINABILITY

---

- Stands must be returned clean and in good condition.
- Any deterioration (carpet, parquet, panels, partitions) will be charged.
- Waste sorting is mandatory according to 2M2C recycling streams.
- Improper storage of waste in stands, aisles, or technical rooms is forbidden.
- Uncollected waste must be regularly removed by the contractor designated by 2M2C.

## CONTROL PROCEDURES

---

- Before opening to the public, the Organizer must ensure that all installations comply with legal and regulatory requirements and with these regulations.
- 2M2C reserves the right to perform visual and functional compliance checks limited to:
  - permanent accessibility of emergency exits,
  - unobstructed access to fire safety equipment (smoke vents, alarms, extinguishers, hose reels, etc.),
  - compliance with floor load limits,
  - protection of building infrastructure.
- These checks are for general supervision only and do not replace the Organizer's technical verifications.
- In case of non-compliance, 2M2C may require immediate correction or removal of the non-conforming element, at the Organizer's expense.
- If necessary and before public opening, 2M2C may deploy its own teams or contractors to correct deficiencies, with costs re-invoiced to the Organizer.

- The Organizer remains fully responsible for the technical and safety compliance of all installations.

## SPECIFIC SERVICES

---

- **Customs & International Transport:** Unless otherwise agreed in writing by 2M2C, all customs formalities and international transport must be handled through:

SEV Av. Reller 1

CH - 1800 Vevey

[www.sevpf.ch](http://www.sevpf.ch)

Email: [sev@sevpf.ch](mailto:sev@sevpf.ch)

Tel.: +41 21 921 10 78

- **Signage & Display:** All indoor and outdoor signage or display materials must be approved by 2M2C management. Unauthorized posting is strictly prohibited.
- **Filming, Photography & Video:** Any filming or recording project must be submitted in advance to 2M2C. 2M2C reserves the right to prohibit any broadcast or display that is contrary to contractual provisions or applicable legislation.

## APPLICABLE LEGAL PROVISIONS

---

- These rules supplement current Swiss legislation, including:
  - VKF (AEAI) Swiss Fire Protection Regulations and Directives,
  - Federal Fire Protection Ordinance (BVV/OPI) and cantonal prescriptions (ECA Vaud),
  - Low-Voltage Electrical Installations Ordinance (NIV/OIBT) and related standards (NIN/NIBT),
  - Accessibility regulations for persons with disabilities (federal and cantonal),
  - Cantonal and municipal rules on safety, fire control, and public events.
- In case of conflict between these regulations and a legal provision, the stricter rule applies.
- The Organizer is responsible for ensuring compliance by all exhibitors, contractors, and subcontractors.
- In case of any discrepancy or inconsistency between the translations, the French version shall prevail.

## OCCUPATIONAL SAFETY

---

- Employers (Organizer, exhibitors, contractors) are responsible for the health and safety of their employees and subcontractors in accordance with:
  - the Federal Labor Act (ArG/LTr),
  - the Federal Accident Insurance Act (UVG/LAA),
  - the Ordinance on the Prevention of Accidents and Occupational Diseases (VUV/OPA), and the directives of SUVA/CFST.
- All setup/dismantling work must follow best practices and safety standards (PPE, working at height, lifting, electrical safety).
- Use of forklifts, lifts, or aerial platforms is restricted to trained, certified operators.
- All machinery and tools used must meet Swiss safety requirements and be in proper condition.
- The Organizer must ensure compliance with these obligations by all parties.

## EMERGENCY NUMBERS

---

- Technical Team 2M2C: +41 21 962 20 70
- Main Office 2M2C: +41 21 962 20 00
- Police: 117
- Fire Department: 118
- Medical Emergency: 144