



- ◆ **WTCL Services SA**
 - General information
- ◆ **Business Service – Réception**
 - Rental of furnished offices
 - Business address services
 - Rental of conference rooms
 - Videoconference room
 - Post and various services
- ◆ **Building Services**
 - Telephone
 - Electricity
- ◆ **Maintenance Service**
 - Security, access cards and access control
 - Cleaning
 - Parking
 - Various services
- ◆ **Catering Services**
 - Le Jardin d’Hiver
 - Shangri-La Restaurant
 - Payment options
 - Organising a cocktail party, reception or banquet
- ◆ **Our other services providers**
 - Travel Agency
 - Banque Cantonale Vaudoise
 - Kiosk
 - Taxi Jimmy
 - Business Lingua Parc / Language courses
- ◆ **Access to WORLD TRADE CENTER LAUSANNE**
 - Public transport
 - By car

WTCL Services SA

WORLD TRADE CENTER LAUSANNE SERVICES SA

Av. de Gratta-Paille 2
CH-1018 Lausanne

Phone : 021 641 11 11 (int. 1305)
Fax : 021 641 11 10
E-mail : info@wtc.ch

Opening hours : Monday to Thursday 7:30 am – 6:00 pm
Friday 7:30 am – 5.30 pm
Day before public holidays and before long weekends 7:30 am – 5:00 pm

General Manager Christophe Dummermuth 021 641 11 21 (int. 1121)
c.dummermuth@wtc.ch

Assistant Manager/Accountant Taline der Mardirossian 021 641 11 20 (int. 1120)
tdm@wtc.ch

Business Services Manager Nathalie Slicer 021 641 50 05 (int. 5005)
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Building Services Manager Ramiro Lopez 021 641 12 20 (int. 1220)
ramiro.lopez@wtc.ch

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concierge@wtc.ch

Technical Service Guillaume Ciocca 021 641 12 16 (int. 1216)
technique@wtc.ch

Front desk Pascal Blum 021 641 13 04 (int. 1304)
p.blum@wtc.ch

Front desk Priscille Velluz 021 641 13 98 (int. 1398)
p.velluz@wtc.ch

For technical emergency 021 641 12 12 (int. 1212)

Business Services

Rental of furnished offices

The daily, weekly or monthly rental of furnished and equipped offices, including our customized reception services of management of the mail service as well as telephone service, gives you the opportunity of being immediately efficient in our activities, remaining free and flexible.

Business address services

The business address services ensures you an address at the World Trade Center of Lausanne, giving you the opportunity to benefit from our various services at your convenience, according to the following detailed variations:

- ✓ Basic :
 - use of address
- ✓ Variation n°1 :
 - use of address
 - mail service
- ✓ Variation n° 2 :
 - use of address
 - mail service
 - sign with the name of your company at the main entrance of the World Trade Center
 - telephone service with individual line permanently forwarded to the number of your choice.
 - reception service
- ✓ Variation n°3 :
 - use of address
 - mail service
 - sign with the name of your company at the main entrance of the World Trade
 - telephone service with individual line run under your company's name
 - reception service
- ✓ Variation n°4 :
 - use of address
 - mail service
 - sign with the name of your company at the main entrance of the World Trade
 - telephone service with individual line run under your company's name
 - reception service
 - Access to a fully equipped office 2 days per month

Rental of conference rooms

You have the possibility to rent one of our six conference rooms, which can accommodate 150 people, spacious and pleasant, with natural daylight and equipped with numerous technical advantages, such as beamer, audio-system or high speed internet connection.

Videoconferencing room – new technology (on request)

Our high technology videoconference room allows communications with most countries of the world. The connection is simple and made within a few seconds and is very useful for recruitment.

Various services

- ✓ **Mail service**
We offer you the possibility to collect your mails from 8:30 am and bring it stamped to the reception before 4:30 pm daily. Mail stamping also available on request.
- ✓ **Secretarial service** (on request)
Our competent and efficient staff carries out your correspondence, offers, contracts, lists, tables, and so on.
- ✓ **Printing service** (on request)
Our reception desk will take care of your copying and printing requests of paper documents or data processing.

Building Services

The building service is responsible for keeping in good working order:

- ✓ heating, ventilation, air-conditioning
- ✓ energy (electricity, gas, fuel oil)
- ✓ fire detection systems
- ✓ electrical appliances
- ✓ programmable automatic control systems and monitoring systems
- ✓ PABX (telephone system) and peripherals

Most of the central systems are operated by a 7 days a week monitoring system, allowing the remote maintenance of the buildings.

Telephone

The World Trade Center Lausanne has its own central switchboard, to which all tenants can be connected. Building services will arrange the configuration of the lines and telephone connections, and will handle with any problem arising.

Details of monthly charges per telephone are available upon request.

Electricity

Our technical department is at your disposal to help out for minor repairs. Regarding other interventions, we will gladly supply our tenants with the contact details of external companies.

Our staff is also at your disposal upon request by work order (the forms are available at the reception) for such tasks as changing light bulbs, organising cables, or connecting electrical appliances, etc...

Maintenance Services

The maintenance service is taking charge of the good functioning and the maintenance of:

- common areas
- parking
- passenger and service lifts
- security and monitoring systems
- green areas (communal areas)

Security, access cards and access control

The maintenance service delivers access cards. For security reasons, the WTCL is equipped with an access control system based on magnetic cards, which allows the entrance in the building outside of business hours as well.

The card has also a second magnetic strip, which can be used to pay for meals and drinks in the catering establishments of the centre, once the user has opened the required account (please have a look under "Catering Services").

The Building Services can provide locks and keys for every office in the building. To ensure an optimal security, our services are the exclusive suppliers for any keys and/or locks reproduction in the building.

Our buildings and parking lot are monitored by security agents on week days, evenings, weekends and public holidays.

Cleaning

We are responsible for the cleaning of the common areas.

Parking

Our underground car park has 4 levels, with a total of 665 parking places available, one of the levels being reserved for the visitors of the Center. The building services are responsible for all the support services, such as signage of the parking places, tidiness and security of the car park, as well as other aspects related to it.

Anyone who has rented a parking place on levels -2, -3 and -4 whose place has been occupied by another person may contact us at 021 641 11 11. We will proceed by writing a denunciation to the police.

The parking can only be paid by cash (coins, note of CHF 10.- and CHF 20.- as well as €10.- and € 20.-)

Buying parking tickets at special prices:

Our tenants can buy parking tickets at special prices by sending an order by e-mail to: tdm@wtc.ch

Various services

Our crew is also at your disposal upon request by work order (the forms are at the reception) to give you a hand in some labours such as clearing of bulky waste and obsolete technical equipment, change of location of furniture, installation of electrical equipments, and so forth.

Catering Services

Catering services: Men Sàrl

Person in charge: Nicola Cannilla +41 78 812 34 45

E-mail address: men@restaurantduwtc.ch

"Le Jardin d'Hiver", self-service restaurant & café

Café hours: Monday to Friday, from 7:30 am – 16:30 pm
Restaurant hours: Monday to Friday, from 11:45 am – 2:00 pm

"Le Jardin d'Hiver" is located in the center of the main building. It is accessible by two marble stairs and has a wonderful natural light due to an impressive glass roof which overhangs it.

The self-service restaurant can hold up to 200 people and offers a non-smoking area of 60 seats. It offers daily:

- a cold buffet, including a wide choice of various mixed salads, hors d'oeuvres, assorted delicatessen, cold cuts and cheese
- different dishes of the day, including one vegetarian meal
- a wide choice of various desserts as well as an assortment of beverages

Catering services: H&Y Sàrl

Person in charge: Stéphane Lai +41 79 311 58 89

E-mail address: shangri-la@wtc.ch

Shangri-La restaurant & café opening hours

Restaurant hours: Monday to Friday, from 12:00 am - 14:30 pm and
from 18:30 pm – 23:30 pm
Saturdays, from 18:30 pm – 23:30 pm

- Shangri-La proposes a variety of Asian influenced courses (Chinese, Thai and Japanese)
- A delicious buffet is available alongside the incontournable Asian cuisine

Payment options for Men Sàrl:

Our restaurants accept the following credit cards:

- MASTERCARD
- VISA
- AMERICAN EXPRESS
- EC DIRECT
- POSTCARD

For non-cash payment you can also use your access card for the building at the Jardin d'hiver and the Self-service restaurant.

Access card: how to proceed?

On arrival, you can deposit funds on your card and use it as a bank card in the restaurants of the center. By payment with this card you will receive a 5 % bonus at the Jardin d'Hiver restaurant.

Monthly invoice

Men Sàrl offers you the opportunity of a monthly invoice. You simply have to provide a list of the authorised signatories.

Organising a cocktail party, receptions or banquets

Both of our restaurants are at your disposition for the contribution of the organization of your:

- company meals
- cocktail parties and pre-dinner drinks
- end-of-year parties
- morning and afternoon teas
- "surprise" birthday parties

and so forth....

in the Shangri-La restaurant, or at the "Le Jardin d'Hiver" restaurant, and even in your own premises, if required.

Other Service Providers

BTA First Business Travel (Hotelplan)

Opening hours: Monday to Friday from 8:00 am to 6:00 pm
Phone : +41 21 644 22 99
Fax : +41 21 644 22 98

Banque Cantonale Vaudoise

Cash machine only
Phone : 0848 808 880

WTC Kiosk

Person in charge: Mrs. J. Caprio
Opening hours: Monday to Friday
7:30 am to 12:30 pm and 1:30 pm to 5:30 pm
Phone and fax: +41 21 648 60 48

STAMPS AVAILABLE FROM THE KIOSK OF THE WTCL

Jimmy Taxi

Phone: +41 79 219 05 23

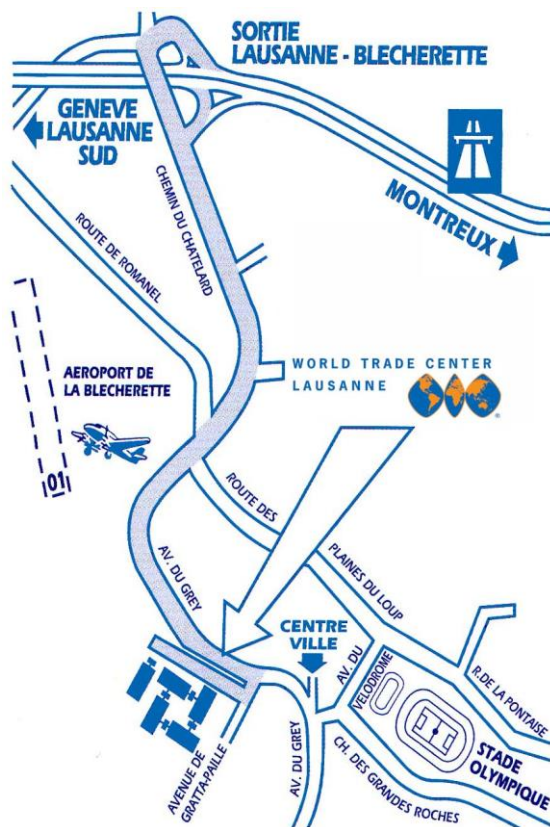
A telephone with a direct connection to Jimmy Taxi is available at the main reception desk of the WTCL.

Business Lingua Parc

Telephone number : +41 78 947 16 25
Website : www.blparc.ch

BLP offers a variety of language courses as well as linguistic and business services (certified EDUQUA and LCCI).

Access to The World Trade Center Lausanne



By car :

From Geneva trip approx. 50min

Exit: N°9 Lausanne-Blécherette, take on the left side then direction Lausanne / Service automobile straight on.

From Montreux trip approx. 30min

Exit: N°9 Lausanne-Blécherette, take on the left then direction Lausanne / service automobile straight on.

Our underground parking provides you with 120 places.

Cost : 1.- CHF per 40min

By bus :

15-20 min from the train station CFF Lausanne to WTCL

BUS N°21 DIRECTION « BLÉCHERETTE »
STOP « GRATTAPAILLE »

Every 7 to 12 minutes.

You will find further information on the bus schedule and the entire TL network on the website:
www.t-l.ch.

By taxi

Jimmy taxi : +41 79 219 05 23