

SBB General Terms and Conditions for conceptual promotions on station premises

The use of SBB premises is based on regulation IM 70'002 of 1 May 2014 on the use of public areas of SBB premises.

1 Subject matter

Conceptual use (promotions) of the publicly accessible premises of SBB is only authorized at specified locations and times. Conceptual use covers all activities undertaken for political, religious, humanitarian, cultural or environmental purposes, to the exclusion of commercial purposes.

Uses are not permitted if they:

- disrupt the orderly operation of rail services or obstruct access to the railway,
- give rise to a hazardous situation,
- offend against morals and decency
- infringe protected personal rights,
- detract from the cleanliness of the premises or
- breach legal requirements.

2 Application for authorization

SBB has transferred the management of promotion points and spaces for conceptual purposes to APG|SGA.

Applications to organize a promotion should be submitted using the application form provided. The form is available online at www.apgsga.ch/promotion or can be ordered from APG|SGA.

Applications for promotions can be submitted up to 5 months in advance. The minimum period of notice for reservations is 5 working days. No guarantee can be given that applications submitted later than this will be authorized in time.

Authorizations of promotions also serve as identification for event organizers. A copy should be given to all persons involved by way of ID credentials. This copy should be presented to security staff in the event of any identity checks.

It is the responsibility of the event organizers to obtain any additional official permits required (food hygiene inspectorate, fire and factory inspectorate, etc.).

3 Conditions for approval

Promotion spaces are allocated on a first-come-first-served basis.

A promotion will normally only be authorized for one and the same party or organization (legal entity) at the same station once a week and no more than 30 times a year. This quota arrangement does not apply to bookings by non-partisan committees (groupings of multiple parties in the run-up to a referendum or election).

Authorizations for conceptual promotions are generally issued for a half-day slot or for a maximum of one whole day. The morning begins with the arrival or departure of the first train at the station in question and ends at 12.00 noon. The afternoon begins at 12.00 noon and ends with arrival/departure of the last train.

Any preparatory, assembly and dismantling operations must be completed within this period of time.

4 Termination of conceptual use

In the event of failure to comply with conditions laid down by SBB, APG|SGA or the present Conditions of Use, SBB or APG|SGA, acting through the security bodies or their officers on site, may withdraw the Event Organizer's authorization to stage the promotion and require the promotion to be terminated. In serious cases, failure to comply may result in the denial of authorization for future promotions. In such cases, parties will not be entitled to reimbursement of any charge paid.

SBB, its security bodies or APG|SGA may terminate, postpone or cancel a campaign on important operational grounds at any time. APG|SGA will inform the Event Organizer as soon as possible.

In the event of termination or cancellation of the promotion, the Event Organizer will be entitled to reimbursement of the charge.

5 Sites

5.1. General points

SBB defines the sites available for conceptual use on its premises. In principle, no promotions are allowed on platforms, platform approaches, stairways, underpasses or other busy areas of stations. Event Organizers must conduct their activities within the assigned area, i.e. they are not permitted to address passers-by in the station away from the promotion stand.

Introductory instructions will normally be provided in person by a competent contact person on-site. The Event Organizer must comply with the instructions given.

A maximum of four promoters may be present on a site at any given time.

Any distribution materials must bear the logo of the distributing party/organization and must not include any references to sponsors. This does not apply to food (e.g. apples) intended for direct consumption. Otherwise, the charges made for commercial distribution campaigns may apply. Any beverages served must be served in closed receptacles.

Musical performances, the use of megaphones and loudspeakers, the serving of prepared food and the collection of cash donations are not allowed.

5.2. Sites for stand campaigns

The permissible installations will be specified in the authorization. The maximum stand size will normally be 3 x 3 m. A tent, counters, seating, poster pillars and walls, electronic information devices or similar items may also be installed instead of a stand. Obtaining, assembling and dismantling the stand materials is a matter for the Event Organizer. All associated costs must be borne by the Event Organizer.

However, at certain locations only counters measuring 0.5 x 0.5 m are permitted. Where space is restricted a maximum of one counter may be installed. Additional installations are not permitted. However, the promoters may move around the stand counter within an area of 3 m x 3 m.

The Event Organizer must be identified by a clear sign. The stand must be set up attractively.

For reasons of space and security, sites for stand campaigns are not available in all stations.

5.3. Sites for distribution campaigns

Small-format wheeled containers from which distribution materials are distributed may be used. These trolleys may bear written messages.

Because of space restrictions at these sites, only distributions may be undertaken. It is not permissible to set up stocks of materials or to install pallets and containers or displays of any kind etc.

6 Rules of conduct for promoters

Promoters must behave with courtesy and propriety and must wear a tag showing the logo/name of their party or organization.

A dismissive gesture or a "no thank you" from a passer-by must be respected. Care should be taken not to approach passers-by multiple times.

Promoters must refrain from aggressive behaviour of any kind, including, for example, blocking someone's way, holding on to someone's arm, calling out to someone from a considerable distance, whistling after someone and similar tactics.

Smoking is not permitted in the railway station. Maintaining a presentable appearance includes ensuring that clothes, bags etc. are not left lying around in the visible area of the stand.

7 Organization

Three working days before the date on which the event is due to be held at the latest, the Event Organizer will contact APG|SGA or the SBB contact person responsible on-site to discuss the detailed procedure (delivery, site, security issues, etc.). The Event Organizer will be informed of the contact points for each station.

APG|SGA should be given the details of a contact person with a mobile phone number on-site who can be reached at any time while the promotion is in progress.

8 Cleaning and clearing up

The Event Organizer is responsible for cleaning the premises and disposing of waste. It is also responsible for installing additional waste bins, if required.

9 Security

The Event Organizer is responsible for the security of the promoters. It must also avoid allowing crowds to form.

The Event Organizer must observe and comply with the safety regulations in force issued by the fire prevention authorities (Feuerpolizei) and the cantonal buildings insurance authority (Gebäudeversicherung), as well as with other legal and rail operations-related requirements.

No flammable liquids or gases may be stored at the event location(s), and naked flames are not permitted. Decorations and similar materials must be classified as non-flammable. Helium-filled balloons for distribution are prohibited in stations, as is the use of patio heaters and similar equipment.

The use of helium balloons for the purpose of decorating the stand is permitted, but they must be filled outside the station building. Pressurized gas cylinders are prohibited inside station buildings.

Electrical equipment must be installed by qualified personnel and must comply with legal requirements.

10 Liability

The Event Organizer shall be liable for any personal injuries, damage to property or financial losses for which it is responsible.

11 Supplementary provisions

SBB or the APG|SGA may supply third parties with information relating to the planned promotion, such as its venue, date, type and organizer.

For the duration of the promotion, the Event Organizer will be permitted to use the WLAN (WiFi) of SBB AG, if available.

Some promotional stand spaces are equipped with sockets for LAN cables. If the Event Organizer wishes to use these, it must register its interest at an early stage. Use is subject to a charge.

Neither SBB nor APG|SGA accept any liability for ensuring that WiFi access will be uninterrupted or trouble-free. The Event Organizer is responsible for ensuring that access to the WiFi network is used in compliance with the law. It is liable to SBB and APG|SGA for any losses arising from illegal use.

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