

COMMUNICATION TO PARTICIPANTS

Data: 13th October 2023 Time: 12:00
Object: General Information of the event Document: V1

From: Organizer
To: All Drivers / Competitors of all categories
Categories: CIGTE TCR CISP IF4C GT4

Pages: 8 Attachments: 3

INDEX

- A. EVENT REGISTRATION
- B. FREE PRACTICES
- C. BOX
 - 1. BOX RESERVATIONS
 - 2. COSTS
 - 3. PAYMENT
 - 4. KEY PICKUP AND RETURNS
 - 5. SECURITY PROVISIONS WITHIN THE BOX
 - 6. BOX CLEANING
- D. EVENT TIMETABLE
 - 1. TIMETABLE
 - 2. CIRCUIT ENTRANCE
 - 3. ADMINISTRATIVE CHECKS
 - 4. EXIT BILGES DISMANTLING STRUCTURES
- E. EVENT LOGISTIC
 - 1. PASS DISTRIBUTIONS FOR COMPETITORS AND SERVICES
- 2. ACCREDITATION CENTRE
- 3. TRANSPONDERS DISTRIBUTION
- 4. MEDIA CENTRE
- 5. OFFICIAL NOTICEBOARD
- F. CIRCUIT LOGISTIC
 - 1. AUDIO-VIDEO BROADCASTING
 - 2. MUNICIPAL BILLBOARD TAX
 - 3. WI-FI AREA
 - 4. RESTAURANT – CATERING
 - 5. INTERNAL FUEL DISTRIBUTION
 - 6. WHATSAPP NUMBER
- G. SAFETY INFORMATION FOR THE EVENTS PARTICIPANTS
 - 1. WASTE DISPOSAL
- H. CIRCUIT CONTACTS AND TIMES

To operationally facilitate the pre-race management of the various categories involved, Mr. Competitors / Drivers are strongly requested to scrupulously follow the current F.I.A. / A.C.I. sporting rules, as well as the provisions of this circular, regarding:

A) EVENT REGISTRATION

REGISTRATION FOR INDIVIDUAL SCHEDULED RACES

All entries must **imperatively** be received by **Monday 9th October 2023 at 12.00** and must be accompanied by the appropriate entry fees.

Registration must be made as follows:

Competitors with an Italian license by means of the on-line "pre-registration" procedure on the ACI website.

Information on how to use this procedure can be found on the Aci Sport website.

Please note that pre-registrations, once taken in charge by the organizer will no longer be visible nor editable by the competitor.

N.B. A competitor with an Italian license may enter drivers with foreign licenses in the race.

The pre-registration even if accepted to be validated must be followed by sending the copy of the payment.

The Competitor/Conductor must also send:

- Copy of the payment of the event entry fee.
- Copy of any documents found to be expired (medical examination and/or ACI association).
- Please note that any ratings required for driving the car must be entered on the license and appear on the ACI portal.
- In case of a minor driver, self-certification of parental authority, and copies of the identity documents of the minor and parents.
- PLEASE DO NOT SEND THE ENTRY FORM ONCE THE PRE-REGISTRATION HAS BEEN MADE UNLESS GIVING REASONS FOR SENDING IT.

Competitors/Conductors with foreign licenses should download the forms from www.acisport.it duly fill them out and forward them to the email ufficiportivo@vallelunga.it together with the following documents:

- Competition entry form
- Valid Competitor and Driver(s) licenses (front and back).
- Copy of payment of the event entry fee.
- ID.
- Medical Fiche (in case it is not shown on the license itself).
- Authorization ASN of membership (mandatory in case it is not shown on the license itself).
- In case of a minor driver, self-certification of parental authority, and copies of the identity documents of the minor and parents.

The entry in any case is considered valid and finalized ONLY when the relevant entry fee is paid.

It is recommended to all Competitors, when using the entry form, to indicate all essential data (in particular license no. and technical passport no.) and to attach the above documents in order for the entry to be considered valid.

NB. Only foreign competitors must compulsorily send duly completed and signed entry forms with the above required documents attached.

Registration fees can ONLY AND EXCLUSIVELY be sent by bank transfer to:

ACI VALLELUNGA SPA
Via Mola Maggiorana 4/6 –00063 Campagnano di Roma (RM)
06.90.15.50.1
Banca di Credito Cooperativo della Provincia Romana
Filiale di Campagnano
P.zza Regina
Elena, 22 00063 Campagnano di Roma
IBAN: IT 8 6 F 0 8 7 87 3 8 9 50 0 0 0 0 0 0 5 0 5 8 6
SWIFT: ICRAITRLV0

Strictly Specify:

- 1) Name(s) of Competitor(s)
- 2) Type of Championship/Trophy/ Cup in which is participating

The copy of the transfer account must contain the CRO number.

FOR INVOICING: Together with the certificate of payment, the administrative data sheet (attached) must be filled out - in all its fields - and must be sent by e-mail to: ufficiosportivo@vallelunga.it at the same time as the transfer slip.

ATTENTION

In the case of cumulative payments, a detailed note must be attached with the names of the drivers, championships and the type of services (Entry Fees, Free Practice and Miscellaneous Services) to which the payments relate.

FOREIGN COMPANIES (WITH NON-ITALIAN VAT NUMBER)

As required by Italian tax regulations, following the publication on 24/09/2018 by the Agenzia delle Entrate of Principle of Law No. 2 on VAT (Dpr. 633/72 and subsequent amendments), all services will be subject to ordinary VAT also for companies with non-Italian VAT registration.

The amounts of the registration fees are as follows:

CATEGORY	FEE
C.I. GT ENDURANCE GT3	€ 1.950,00 + VAT
C.I. GT ENDURANCE GT CUP	€ 1.700,00 + VAT
TCR ITALY ITALIAN TOURING CHAMPIONSHIP	€ 1.050,00 + VAT

N.B. For transfers, the date of payment will be considered (not the value date).

Any pre-registration made after the deadline and/or any registration form received after the deadline will not be considered valid.

B) FREE PRACTICES

FREE PRACTICES

The amounts of the free practices are as follows:

CATEGORY	PRICE
C.I. GT ENDURANCE (60' min)	€ 420,00 + VAT
TCR ITALY ITALIAN TOURING CHAMPIONSHIP (30')	€ 210,00 + VAT

ATTENTION!

The free practice must be **OBVIOUSLY PAID** for by bank transfer to the same bank account provided above for the entries and a copy sent by email within the deadline.

The liability release (attached) must be completed, signed and sent by email to the following address: ufficiosportivo@vallelunga.it

FOR FREE PRACTICE A STICKER WILL BE GIVEN TO BE APPLIED ON THE CAR (WINDSCREEN ON THE UPPER LEFT-HAND SIDE OF THE DRIVER'S SIDE FOR TURISMO AND GT CARS AND ON THE NOSE ABOVE THE NUMBER FOR FORMULA AND PROTOTYPE CARS) WHICH WILL ALLOW ENTRY TO THE TRACK FOR THESE CARS.

C) BOX

1) BOX RESERVATION

Requests for box reservations must be sent by e-mail to the following address sesta@acisportspa.it and ufficiosportivo@vallelunga.it

The booking request must indicate.

- Name of the requesting team with telephone, fax and e-mail address
- Number of boxes required.
- Number of cars registered and their category.
- Name, surname and mobile phone number of a responsible person.

Box reservations will not be considered unless made at the same time as the entry.

Box allocation will be made by ACI SPORT which will communicate it to the Circuit sports office.

2) COSTS

The cost for the entire Weekend (Friday, Saturday, and Sunday) of each box is as follows:

Big Box (96 mq) [Box 10 - 11 - 12 - 14 - 15 - 16 - 19 - 20 - 21 - 22 - 23 - 24 - 25]	Euro 900,00 +VAT
Medium Box (75 mq) [Box 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 18]	Euro 800,00 +VAT
Small Box (50 mq) [Box 26]	Euro 600,00 +VAT

3) **PAYMENT**

Payments may only be made in advance by Bank Transfer immediately after receipt of the assignment confirmation to the same bank details as the above-mentioned registration payment.

4) **KEY PICKUP AND RETURN**

The boxes will be made available from 14.00 hours on 12/10/2023.

The keys will be handed over at the Circuit main entrance.

5) **SECURITY PROVISIONS WITHIN THE BOX**

- ✓ Inside the pits it is forbidden to smoke or use open flames.
Inside the pits it is forbidden to deposit flammable materials (petrol, etc.) which must be deposited outdoors.
- ✓ Leave fire hydrants, fire extinguishers and any other fire-fighting equipment visible and accessible.
- ✓ Ensure that emergency exits, transit areas and escape routes are fully accessible, avoiding any obstructions.
- ✓ **Deposit exhausted oils in the special containers located in various points inside the Circuit.**
- ✓ **In the event of accidental spills of flammable liquids, oils or substances that may make the flooring slippery, promptly remove and clean them.**

6) **BOX CLEANING**

We remind all participants that both paddocks and pits must be left free of tires, which must be disposed of directly by the participants.

In case of non-compliance, the Circuit Management will charge the disposal of the same to the offenders.

- ✓ **It is forbidden to leave tires inside and outside the pits at the end of the event.**
- ✓ **It is forbidden to apply stickers of any kind on the pit floor.**
- ✓ **The pits must be sanitized daily by the occupants using chemical cleaning products.**
- ✓ **Before the keys are handed back, they must be cleared of any material does not present at the time of handing over.**
- ✓ **At the end of the event, any adhesive tape placed on the floor by the pit lane must be removed in order to have a clean surface.**

D) EVENT TIMETABLE

1) **TIMETABLE**

The provisional timetable of the event will be published at www.vallelunga.it e www.acisport.it

2) **CIRCUIT ENTRANCE**

Entrance to the circuit is permitted from 6pm on Wednesday 11 October for F4 teams only. From Thursday 12 from 11.00 the other categories will be allowed to enter.

Please strictly observe these times.

Transports of materials and/or movement of heavy vehicles are not permitted during night hours unless specifically authorized by the Circuit Management.

During the weekend, access to the main paddock for loading and unloading of material will only be allowed for a maximum duration of 45 minutes with the issue of a delivery pass (subject to a cash deposit of € 100.00).

3) ADMINISTRATIVE CHECKS:

COMPETITORS AND DRIVERS WITH ITALIAN LICENCE

ONLY AND EXCLUSIVELY competitors/drivers who are not in good standing with the documents sent with the registration or with documents that have expired in validity must present themselves.

COMPITORS AND DRIVERS WITH LICENCES OTHER THAN ACI SPORT LICENCES

WILL HAVE TO MANDATORY PRESENT THEMSELVES TO CARRY OUT THE ADMINISTRATIVE CHEKS (DOCUMENTS CHECK AND SIGNATURE OF THE ADMINISTRATIVE FORMS).

The administrative checks will take place at the 1st floor of the Race control tower according to the timing reported in the event timetable.

4) EXIT BLIGES DISMANTLING STRUCTURES

We remind all participants that the dismantling of structures and the movement of vehicles may take place - for safety reasons - only at the end of the last scheduled race.

Any failure to comply with this provision will be reported to the Stewards for the measures provided for in the Regulations.

E) EVENT LOGISTIC

1) PASS DISTRIBUTION FOR COMPETITORS AND DRIVERS

In the coming days you will receive a dedicated link through which you can register the presence of your staff during the event. You will then receive digital passes directly on your devices. At the Accreditation Centre/Help Desk you will also collect the envelope containing the wristbands to be given to your staff.

2) ACCREDITATION CENTRE / HELP DESK

The Accreditation Centre/Help Desk will be located at the Vallelunga Park Hotel and will observe the following hours:

- Thursday 12 October from 13.00 to 19.00
- Friday 13 October from 07.30 a.m. to 07.00 p.m.
- Saturday 14 October from 07.00 a.m. to 06.00 p.m.
- Sunday 15 October from 8 a.m. to 2 p.m.

3) TRANSPONDERS DISTRIBUTION

Transponders must be collected by the Team Representative on the 2nd floor of the Race Management Tower in the timekeepers' room.

Transponders must be **returned** to the same office within 30 minutes after the end of the last scheduled race in each category.

4) MEDIA CENTRE

The Press Room, located on the first floor of the Box Building with entrance from the Staircase above box 26, will observe the following hours:

- Friday: 8 a.m. to 8 p.m.
- Saturday: from 07.30 a.m. to 8 p.m.
- Sunday: from 07.30 a.m. to the last journalist

5) OFFICIAL NOTICEBOARD

The Official Notice Board will be exclusively Virtual at www.vallelunga.it and App Sportity.



The graphic features the Sportity logo at the top left. Below it, the text reads: "For direct event information please download the Sportity app and insert this password:". In the center, a white box contains the password "ARW_23". Below the password, it says "Sportity app is available in" followed by "Available on the App Store" and "Get it on Google play" with their respective logos. At the bottom, there are two QR codes and the website "www.sportity.com".

F) CIRCUIT LOGISTIC

1) AUDIO-VIDEO BROADCASTING

We would like to remind all those who will be using audio and/or video equipment in their hospitality facilities / tensile structures etc.... during the event that they are obliged to pay SIAE royalties, which must be paid in advance at

SIAE (Mandataria di FIANO ROMANO)

Via Tiberina, 155/a,

00065 Fiano Romano RM

Tel: 351 305 6341

fianoromano@mandatarie.siae.it

2) MUNICIPAL BILLBOARD TAX

We would like to remind all those who wish to display flags, banners, etc. that there is an obligation to pay municipal advertising tax.

Requests must be sent to the following e-mail address: autodromo@vallelunga.it specifying the total exhibition area.

3) WI-FI AREA

Please note that a completely free wi-fi service will be available for the entire weekend.

- NETWORK: VallelungaGuest
- PASSWORD: vallelunga2023

4) RESTAURANT CATERING

We would like to inform you that there is a bar/restaurant service within the facility. The Bar will be open from 08.00.

The restaurant will operate at the following times:

- Friday from 12 noon to 2 p.m. and 7 p.m. to 10 p.m.
- Saturday from 12 noon to 2 p.m. and 7 p.m. to 10 p.m.
- Sunday from 12.00 noon until the end of the event

5) INTERNAL FUEL DISTRIBUTION

There is a self-service fuel station within the Circuit. Payment can be made by credit card.

6) WHATSAPP NUMBER

In order to facilitate communication, we invite the contact persons of each team to register the following telephone number on their devices. A WhatsApp broadcast group will be set up for each category for any urgent communications. This number can also be used to report problems of any kind.

Dino Lodola: +39.337.13.80.672

G) SAFETY INFORMATION FOR EVENT PARTICIPANTS

1) WASTE DISPOSAL

It is absolutely forbidden to leave waste in the areas used by the Customer, including waste of a special nature such as, for example: tires, batteries, containers containing oil/fuel and vehicle parts in general, etc. Materials that the Customer intends to dispose of must be properly disposed of at his own care and expense. In the event that this is not complied with, the Customer shall reimburse the costs of disposal to the Manager.

Special waste (such as tires, carpets, elastomers, batteries, brake discs, empty petrol drums) must be removed from the facility and disposed of at the customer's expense. Any restoration and disposal costs will be charged by the company to those responsible. Exhausted oils must be deposited in the appropriate containers located at various points within the paddock. Normal waste must be disposed of in the special bins located outside the pits.

H) CIRCUIT TIME AND CONTACTS

The offices of the Circuit Management located on the 1st floor of the Aci Global tower will observe the following hours:

- Friday: from 08.00 to 20.00
- Saturday: from 07.30 a.m. to 08.00 p.m.
- Sunday: 7.30 a.m. to 8 p.m.

We trust in everyone's full cooperation to ensure that the event runs smoothly.

Sporting Office

Attachments

- Administration master sheet
- Liability waiver
- Timetable