



CONDITIONS FOR PARTICIPATION IN THE GASTRONOMY

Leiria hosts, from 13th to 16th October 2022, the 7th edition of Leiria Sobre Rodas, which will feature more than five hundred machines truly cherished and sacred to lovers of four wheels. More than 50,000 people visited the event in 2019. Leiria Sobre Rodas is already one of the largest national events of classic vehicles exhibition - with areas dedicated to competition and exhibitions with the presence of National and International Drivers - highlighting also the Leiria Motorshow and the Leiria Expo Auto [New Vehicles] that featured all the dealers of Leiria with highlight to the presence of several exclusive Super Sports cars. We invite you to participate in the 2022 edition with your dealer.

The initiative LSR - LEIRIA SOBRE RODAS - 2022 has the purpose of providing moments of fun and entertainment for the whole family, respecting the automobile culture and sport.

LEIRIA SOBRE RODAS - 2022, intends to be a space of animation and conviviality whose objective is to make known to the public the main characteristics of this passion for wheels and means of transport in general, providing nostalgic and magical moments of community life.

The preparation of these conditions of participation has the purpose of maximizing this passion, as well as establishing clear rules for the participation of interested traders.

1. Object

The present conditions for participation have the objective of defining the areas and the way of allocating spaces for exploration at LEIRIA SOBRE RODAS - 2022, to establish the conditions for participation to which the participation is subjected and the very activity of production and/or commercialization of food products, doing it always in a perspective of common life.

2. Recipients

2.1. The present conditions of participation are addressed to traders of food products with or without manufacturing that promote sales.

2.2. For the purpose of these terms and conditions of participation, a trader of food products is defined as: an exhibitor promoting the sale of foodstuffs, either unprocessed and/or processed;

3. Participants' objectives

Trading of food products.



4. Entity in Charge

The Organization of LEIRIA SOBRE RODAS - 2022 is under the responsibility of the Leiria Town Council and the José Lúcio da Silva Theatre, and these entities may delegate competencies to third parties, observing for such the legal conditions of participation in force.

5. Location

The initiative will take place at the Leiria Municipal Stadium and contiguous areas. Location Map attached (Annex I).

6. Period of operation and opening hours

6.1. Period of Operation - the spaces must be open to the public and fully functional for all Participants from 13th to 16th October 2022.

6.2. Opening hours

+ Thursday, 13th October from 18:00 to 23:00;

+ Friday, 14th October from 15:00 to 00:00;

+ Saturday, 15th October from 10:00 to 01:00;

+ Sunday 16th October from 10:00 to 19:00;

6.3. The organization reserves the right to define other schedules, and any changes will be, always and compulsorily, announced, at least 15 days in advance, either on the web pages of the José Lúcio da Silva Theatre, www.teatrojsiva.pt, or on the web page of the Municipality of Leiria, www.cm-leiria.pt

7. Documents to be attached to the application

7.1. The applications must be accompanied by the following documents:

a) Application form (Annex II);

i. Technical description of the structure to be used, in case the applicant intends to use his/her own structure. In this circumstance photographs or illustrative drawings must also be attached.

b) Proposal; (Annex III)

c) Invoicing Data (Annex IV);

d) Declaration of Commitment to Explore Spaces and acceptance of the conditions for participation (Annex V);

e) Declarations of Non-debt to Social Security and the Tax Authority;

f) In the case of legal persons:

i. Photocopy of the updated company permanent certificate;

ii. Identification documents of the managers that bind the company (citizen card or identity



card, taxpayer number);

g) In case of natural persons:

Identification documents (citizen card or identity card, taxpayer number);

7.2. Any documents that are erased, illegible or have plagiarized elements from sources other than their own will not be considered.

7.3. Any application that does not present all the required documents mentioned above will be penalised when the applications are considered;

7.4. Any false statement will lead to rejection of the application;

7.5. Each applicant may apply for more than one space, up to a maximum of three (3), and shall fill in one form for each space.

8. How to formalize the application

8.1. The documents mentioned in 7.1 should be sent preferably in pdf or jpg format to the following e-mail address: solange@cm-leiria.pt, or by registered mail with acknowledgment of receipt or by hand delivery to the following address: DITE - Mercado Municipal de Leiria, Piso 1 - Av. Cidade de Maringá 55, 2400-137 Leiria, until midnight of 16th September 2022.

8.2. After receiving the application, the Organization will send an e-mail or letter confirming receipt.

9. Criteria for the appraisal of applications

9.1. The sending of the application does not guarantee the effective participation in the LEIRIA SOBRE RODAS 2022 event.

9.2. The selection of Participants for each space to be occupied is the exclusive responsibility of the Organization, according to the following criteria:

- i. 50 %: Descriptive memory: products, price list, ingredients and respective photographs;
- ii. 50 %: Value higher than the base value presented in the present conditions for participation.

9.3. The Organization reserves the right to refuse applications that do not meet the objectives of the event or that, for any other reason, are considered harmful or inconvenient.

9.4. The decision of the Organization is not subject to appeal or complaint to any organ or instance.

9.5. All applicants will be informed of the Organization's decision by email by 23rd September 2022.

10. Criteria for Distribution and Location of Spaces

10.1. It is the entire responsibility of the Organization to define the location of each competitor, without any possibility of contestation or any kind of appeal by the competitors.



10.2. Each competitor may apply for more than one space, as defined in 7.5;

10.2. The Organization will allocate the spaces according to the following criteria:

- Type of participation
- Logistics
- Occupation area
- Nº of registration
- Value higher than the base value presented in the present Conditions for Participation

10.3. The distribution of the spaces to be explored will be communicated to the applicants by the Organization until 30th September 2022.

10.4. Any Participant who, without the Organization's knowledge, occupies a space other than the one assigned and fixed by the Organization, shall be penalized and the Organization shall define the means to do so.

10.5. In case of dissatisfaction on the part of the participant concerning the space assigned, the Organization shall not refund any amount paid.

10.6. After being notified of the location, the participant shall have to inform via e-mail, solange@cm-leiria.pt, within 24 hours, if he/she keeps, or not, his/ her participation.

11. Value of the deposit and participation

11.1 Participation in the event is only allowed to those who fully comply with the following requirements:

When sending the application duly completed in legible handwriting, a deposit cheque (*and not any other method of payment, namely transfer*) in the amount of €200.00, issued to the Municipality of Leiria, must be sent or delivered by hand.

11.2. The deposit shall be refunded on the last day of the event at the event secretariat.

11.3. If the registration is not accepted, the Organization will return the security check within five (5) working days.

11.4. After receiving the information confirming your participation, you should, within the deadline, until the end of the event, make the bank transfer to the Municipality of Leiria (IBAN PT50 0 035 0393 00002333632 33), or in case of impossibility, go to the Leiria Municipal Market - Floor 1 to make the payment in cash.

11.5. The participation will only be validated by the Organization after the reception and verification of the following documents/information: deposit cheque; annexes (II, III and IV) duly filled out with legible handwriting, invoicing data (name, full address and VAT number).



12. Withdrawals

12.6. If the withdrawal occurs after registration, the participant must immediately inform the Organization at solange@cm-leiria.pt, under penalty of exclusion from future events.

12.7. If the withdrawal occurs after the payment of the deposit, it is necessary to identify the moment in which it happens:

- a. If the withdrawal occurs before 7th October 2022: the Organization will refund the full amount of the deposit;
- b. b. If the withdrawal occurs on or after 7th October 2022: the Organization retains the full amount of the deposit.

13. Accreditation

13.1. The schedule, day and time, for assembly must respect the indications sent and agreed by with the Organization.

13.2. Before starting the assembly, the Participant must be accredited by the Organization's Secretariat,

13.3. In order to do so, the following schedules must be respected:

a. From 10th to 12th October from 09:00 to 18:00. For accreditation purposes, the Participant must submit a copy of the e-mail, or letter, notifying of their participation, previously sent by the Organization, any requested documentation, as well as an identification document (citizen card, identity card or passport).

13.4. Once the process has been checked for compliance, and only then, the Organization shall issue the passes to the Participant.

13.5. The passes are personal and non-transferable, essential for admission to the venue and valid for the four days of the event.

14. Documentation for Access to the Exhibition Grounds

The entry by Participants in the exhibition grounds requires prior validation of data and corresponding delivery of the necessary pass to access the area.

15. Duties and Obligations of Participants

15.1. The Participants' duties and obligations are to:

- a) Respect and enforce the Organization's instructions, immediately making any corrections when requested.
- b) Participants may only produce and/or sell in the event materials/products previously approved by the Organization.
- c) No plastic cups or glass bottles may be used in the events;



- d) All drinks are to be bought exclusively from NOVADIS, with the exception of artisanal products;
- e) The decoration of the spaces must respect the car culture and sport, and the following indications must be strictly observed:
- i. The contemporary elements used must be duly characterized to motor culture and motor sport;
 - ii. The clothing of the staff assigned to the points of sale are the entire responsibility of the Participants, although they must respect the guidelines of the Organization and be characterised according to motor culture and sport;
 - iii. Clothing and accessories that are not characterized according to motor culture and sport shall not be allowed.
- f) Each Participant is responsible for his/her own goods and for the internal and surrounding cleanliness and safety of the space assigned to him/her, namely pedal bins and camouflage bins characterized to motor culture and sport. When the individual rubbish bins are full, the cleanliness and hygiene of the site must be restored, after which they must be emptied into the nearest rubbish container provided by the Organization.
- g) All participants must follow the opening and closing hours of LEIRIA SOBRE RODAS - 2022.
- h) The non-compliance with the established schedule, as well as the unjustified opening and closing, will be grounds for exclusion from the list of contacts to be selected for future editions of this event.
- i) It is the entire responsibility of the Participants to look after their products and the space, being that, in case of adverse conditions, the use of specific protections (such as for example tarpaulins and plastics), should be limited to cases of evident need, and these should be immediately removed after notification by the Organization.
- j) The identification of the space shall be made by the Participant, through the use of a wooden, stone, cloth, paper, vinyl plate or of other material, always characterised by the motor culture and sport.
- k) Pricing of products and beverages shall be displayed by the Participant in strict compliance with the applicable legal conditions for participation, in a visible place and shall remain unaltered (from the first to the last day of the event).
- l) When exhibiting food products, the use of mosquito netting or tulle to cover the goods is mandatory;
- m) In the case of foodstuff traders, they must keep a sample of their products for possible analysis.



n) It is expressly forbidden to exceed the electrical power limits set by the Organization, which are:

- a) For spaces less than 18m²: 6 A;
- b) For spaces larger than 18m²: 16 A;
- o) Participants are obliged to use low-energy consumption light bulbs, with a maximum luminous intensity of 900 lumens and warm tone (between 2.700 K and 3.000 k);
- p) During the event, there shall be supervision and evaluation actions carried out by the Organization and its agents, including in reserved spaces, and Participants are obliged to co-operate.
- q) Should damage to the electric grid caused by the Participant's electrical equipment be detected, the Organization shall immediately notify the Participant. Participants must immediately remove the equipment, and may replace it with other equipment of the power defined in these Conditions of Participation.
- r) Participants are obliged to respect the legislation in force regarding consumer rights.
- s) The use of their own crockery by food stands, with or without manufacturing, is subject to approval and authorisation by the Organization.
- t) The use of damaged utensils in the commerce of food and beverages is expressly forbidden.

The inspection and evaluation team appointed by the Organization reserves the right to confiscate materials and products that have not been approved by it and that, consequently, do not fit the objectives and parameters of the event. All confiscated products will be returned to each participant, by the same team, on the last day of the event, after the closing.

All participants in LEIRIA SOBRE RODAS - 2022, who, during the event, cause disturbances in the public space, or show lack of compliance or disrespect for the present conditions for participation, shall be automatically expelled from the event without right to receive the deposit and participation fee.

15.2. Participants are expressly forbidden to spend the night in the venue of the event.

15.3. The representative of the Participant who signs the Declaration of Commitment, in accordance with point 7 a) of these Conditions for Participation, is responsible, before the auditing teams, for the installation, equipment and operation of the establishment.

16. Obligations of the Organization

The duties of the Organization are:

- a) The allocation of spaces to each Participant.



- b) Making available electrical power up to the stipulated limits.
- c) Collective cleaning of the event area.
- d) Entertainment of the event.
- e) The safety of the public space in the event grounds.
- f) Supervision of the functioning of LEIRIA SOBRE RODAS - 2022 and the compliance of the present conditions of participation.

17. Assembly

17.1. The assembling date and time shall be previously indicated by the Organization, and must follow the following schedule: 9:00 to 18:00.

17.2. Assembling shall only be possible within the days and times defined in the previous point, respecting the information sent and duly accompanied by members of the Organization.

17.3. It is expressly forbidden to carry out assembly activities outside the established times.

17.4. The assembly logistics is the responsibility of each Participant and the use of motorised vehicles inside the tents is not allowed.

17.5. The installation of any structure may only be carried out in the presence of a member of the Organization, who shall indicate the location of the area to be occupied, as well as the installation conditions.

17.6. The occupation shall only be considered valid when in accordance with the indications pre-established by the Organization.

17.7. All spaces selling foodstuffs shall have to be assembled by 10:30 on 13th October and their managers must be available to inspect the enclosure.

18. Disassembly

18.1. Disassembling work may only begin 45 minutes after the end of the event, 20:00 on 16th October 2022.

18.2. The logistics of disassembling are the responsibility of each Participant. Should the event be held inside squares, the use of motorised vehicles is not allowed.

18.2. The exhibitors' structures must be dismantled and removed by 18:00 on 17th October 2022.

18.3. The scheduled disassembling time for each Participant must be previously coordinated with the Organization.

18.4. After the end of the period defined for disassembling, the Organization will proceed to remove all the goods that are still there, storing them and charging the respective owners for the inherent charges.



18.5. The Organization cannot be held responsible for any damage or loss resulting from removal or storage.

19. Provisioning of Spaces

19.1. The provisioning of the spaces must be concluded at least one hour before the opening of the event so that the Organization can proceed to check the exhibited contents;

19.2. If there is a need to replenish stocks within the event's opening hours, this must be communicated to the Organization, which after analysis will inform the time and route authorized.

19.3. The organization does not provide storage space.

20. Prior inspection

20.1. All establishments that produce and/or sell foodstuffs must be inspected by a competent entity and, to this effect, the concession holder must be present and show the necessary elements and conditions.

20.2. The request for the inspection is the responsibility of the Organization;

20.3. The inspection shall take place on 13th October (Thursday) from 10:00 to 13:00;

20.4. Establishments that do not obtain the necessary operating license shall not be allowed to carry out their activities in the event, and shall have to disassemble their structure at a time to be determined by the Organization.

21. Stopping and Parking

21.1. The stopping and parking within the area defined for the event shall only be allowed to authorized vehicles, and only within the established timetable.

21.2. The Participants selected for the event are recommended to park at the Parking Area of the Leiria Municipal Stadium - Dr. Magalhães Pessoa - North.

22. Liability for Losses and Damages

The Organization guarantees the surveillance, by specialised and accredited personnel, of the space assigned to the event, however, shall not be responsible for the damage and/or disappearance of goods or products, and Participants must, if they wish, take out an insurance for that purpose.

23. Safety and Fire Protection

Participants shall not be allowed, under any form or circumstance, to obstruct totally or partially the emergency exits or impede the visibility and access to extinguishers, water points and signposting.

Participants shall not be allowed to carry out demonstrations using any type of open-fire apparatus or equipment, nor shall they be allowed to deposit or use dangerous products (flammable, explosive or toxic products, among others), unless previously authorised by the Organization.



24. Insurance

The Organization shall only be responsible for taking out a civil liability insurance policy, for an amount to be defined by the Organization, covering damages and losses caused in the venue.

25. Letting of Space

25.1. Participants may not let, under any circumstances, all or part of the space without prior written authorization from the organisers.

25.2. Participants are forbidden to sell foodstuffs/beverages from any other Participant other than those presented by the space holder.

25.3. In case of breach of the provisions of the preceding paragraph, the Organizing Committee may cancel the concession to the offending Participant, also penalising them in future selections.

26. Transfer of Rights

Participants may not transfer their position to third parties for any purpose whatsoever, under penalty of the transferor forfeiting the value of the deposit provided and the transferee not being admitted.

27. Disturbing Noises

Any sound amplification systems are forbidden in the concession spaces, as well as any and all disturbing noises, or noises that may in any way disturb the good and regular running of the event.

28. Elements of the Process

Annex II - Individual Registration Form

Annex III - Payment Proposal

Annexe IV - Invoicing Data

Annex V - Declaration of Commitment for the Exploration of Spaces and Acceptance of Participation Conditions

Annex VI - Checklist

29. Complaints

Any claim shall be done in writing and delivered to the Organization within 48 hours after its occurrence. For such, the Participant may submit it in writing at the event secretariat or via email: solange@cm-leiria.pt.

30. Acceptance of the conditions of participation and penalties

30.1. Failure to comply with the obligations assumed by the Participants or any infraction to the provisions of these Conditions for Participation shall be penalised by the Organization.

30.2. Once any non-compliance or infraction is verified, the right to participate shall be immediately extinguished, with no right to any compensation, and the Organization shall keep the amount deposited



by the infringing participant, and also exclude the latter from selection for future events.

30.3. The procedure to be observed by the Organization, and its agents, in case of non-compliance or infraction, except in cases of force majeure or where these Conditions of Participation provide otherwise, shall be:

- a) Warning;
- b) Written reprimand;
- c) Written reprimand and loss of deposit;
- d) Written reprimand and loss of the deposit + payment of the same amount of the deposit (the participant may choose the following option);
- e) Immediate exclusion from the event and loss of the security deposit;
- f) Forfeiture of the right to participate in future editions.

30.4. The provisions of the previous points do not invalidate any civil or criminal liability that may be incurred under the terms of the Law.

31. Final provisions

Any doubts or omissions arising from the application of these conditions for participation shall be resolved at the discretion of the Organization.