

COMMUNICATION TO PARTICIPANTS

Date: 29th May 2024

Time: 09:00

Subject: Event General Information

Document: 1.2

From: Organizer

To: All Competitors / Drivers of all Categories

Categories: CIGTE F2000 MINI IF4C GT4 CISP

Pages: 9

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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

REGISTRATIONS FOR INDIVIDUAL SCHEDULED RACES

All entries must imperatively be received **within Monday June 10th 2024 at 12.00**, accompanied by the appropriate entry fees.

Registration must be made as follows:

Competitors with an Italian license:

1. **Compulsory** do the on-line "pre-registration" procedure on the ACI Sport 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:

- Administration master form via e-mail to ufficiosportivo@vallelunga.it

2. **Compulsory** register on the "[Circuit Enter](#)" Website.

Documents to be uploaded on the platform:

- Competitor license and driver(s) license (front and back)
- Medical Certificate (if not included on the license itself)
- Scuola Federale qualification (if not included on the itself)
- In case of foreign driver - authorization ASN of membership (mandatory in case it is not shown on the license itself);
- Copy of payment of the event entry fee
- Copy of renewal of any expired documents (medical certificate and/or ACI association)
- Liability waiver
- In case of a minor driver, deed of assent of parental authority, and copies of the identity documents of the minor and parents.
- Clothing declaration

Competitors/ Drivers with foreign license:

1. **Compulsory** register on the "[Circuit Enter](#)" Website.

Documents to be uploaded on the platform:

- Competitor license and driver(s) license (front and back)
- Medical Fiche (if not included on the license itself)
- Authorization ASN of membership (mandatory in case it is not shown on the license itself);
- Copy of payment of the event entry fee
- Copy of renewal of any expired documents (medical certificate and/or ACI association)
- Liability waiver
- In case of a minor driver, deed of assent of parental authority, and copies of the identity documents of the minor and parents.
- Clothing declaration

N.B. Competitors/Drivers who already have a profile on the "Circuit Enter" platform will not have to upload again all the above-referenced documentation but will have to select the race and confirm the entry by uploading a copy of the payment and the free practice liability waiver.

The Competitor/Conductor must also send:

- Administration master form via e-mail to ufficiosportivo@vallelunga.it

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

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 8 7 3 8 9 5 0 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 case of cumulative payments, a detail notes with the names of the conductors, championships, and type of service (Entry Fees, Free Practice, and Various Service) to which the payments refer must be attached.

ATTENTION FOR 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 even for companies with non-Italian VAT registration numbers

The registration fee amounts are as follows:

CATEGORY	ENTRY FEES
C.I. Gran Turismo Endurance GT3	€ 3.000,00+ VAT (€ 3.600,00 VAT included)
C.I. Gran Turismo Endurance GT Cup	€ 1.800,00+ VAT (€ 2.196,00 VAT included)
Mini Challenge Evo	€ 1.134,00+ VAT (€ 1.134,00 VAT included)
Mini Challenge Pro - Lite	€ 907,20+ VAT (€ 1.106,78 VAT included)

N.B. The date of making the payment (not the value date) will be considered for transfers. Any pre-registration made after the deadline and/or for any registration form received after the deadline will not be considered valid.

ATTENTION

You are also requested to complete the administrative master form (attached)

B) FREE PRACTICES

FREE PRACTICES

The amounts of free practices are as follows:

CATEGORY	PRICES
C.I.Gran Turismo Endurance (GT3/GT Cup)	€ 420,00+ VAT (€ 512,40 VAT included)
Mini Challenge	€ 175,00+ VAT (€ 213,50 VAT included)

ATTENTION!

The free practice must be MANDATORY PAID for by bank transfer to the same bank account provided above for the entries and a copy of the payment uploaded to the "Circuit Enter" portal.

The liability release (attached) must be completed, signed and uploaded to the "Circuit Enter" portal.

FOR FREE PRACTICE, A STICKER WILL BE GIVEN TO BE APPLIED TO 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) PIT GARAGES

1) GARAGE RESERVATIONS

Garage reservation request must be made in the appropriate section through the "Circuit Enter" portal no later than **June 6, 2024**. The box allocation will be made by ACI Sport and the confirmation will come through the email from the "Circuit Enter" portal with payment request.

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

2) COSTS

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

Big Garage (96 mq) [Box 10 - 11 - 12 - 14 - 15 - 16 - 19 - 20 - 21 - 22 - 23 - 24 - 25]	Euro 900,00 + VAT
Medium Garage (75 mq) [Box 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 18]	Euro 800,00 + VAT
Small Garage (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 confirmation of allocation to the same bank details as for the payment of entries above.

4) KEY PICKUP AND RETURN

Garages will be made available starting from 10.00 a.m. - 13/06/2024

Key delivery will be made at the main entrance of the circuit.

No deposit is required.

5) SECURITY PROVISIONS WITHIN THE GARAGE:

- ✓ Smoking or the use of open flames is prohibited inside the boxes
- ✓ Inside the boxes it is forbidden to deposit flammable materials (gasoline, etc.), which should be stored 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 obstruction;
- ✓ Deposit waste oils in the appropriate containers located at different points inside the Circuit;
- ✓ **In case of accidental spills of flammable liquids, oils or substances that may make the pavements slippery, promptly remove and clean them.;**

6) GARAGE CLEANING

We remind all participants that both paddocks and pits must be left free of tyres, which must be disposed of directly by the participants. In the event of non-compliance, the circuit management will charge the offenders for their disposal.

- ✓ **It is forbidden to leave tyres 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) TIMETABLE OF THE EVENT

1) TIMETABLE

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

2) CIRCUIT ENTRANCE

From 2 p.m. on Thursday, June 13, 2024 team entry will be allowed in the paddocks. From 8 a.m. on Friday, June 14, team entry will be allowed in the paddocks. Please note that from 8 p.m., no more entry will be allowed into the circuit.

Please strictly observe these hours.

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

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

3) ADMINISTRATIVE CHECKS:

COMPETITORS AND DRIVERS WITH ITALIAN LICENCES

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

COMPETITORS AND DRIVERS WITH LICENSES OTHER THAN ACI ONES

WILL HAVE TO COMPULSORILY REGISTER TO THE "CIRCUIT ENTER" PLATFORM AND UPLOAD ALL THE REQUESTED DOCUMENTS TO ACCOMPLISH THE ADMINISTRATIVE CHECKS (DOCUMENT CONTROL)

The administrative checks will be held at the first floor of Race Control Tower according to the time reported in the event timetable.

4) TECHNICAL SCRUTINEERING

As per regulations, pre-race scrutineering will be conducted in attendance at the Scrutineering Garage or directly at the team's facilities. The forms required by the current regulations must be submitted at scrutineering in the prescribed places and manner. The forms can be downloaded [here](#).

ATTENTION:

The clothing declaration must be uploaded to the "Circuit Enter" portal and submitted in original during scrutineering.

5) EXIT BILGES DIMANTLING STRICUTRES

We would like to remind all participants that the dismantling of structures and the movement of vehicles may only take place - for safety reasons - at the end of the last scheduled race. Any failure to comply with this provision will be reported to the Stewards of the Meeting for the measures laid down in the Regulations.

6) EVENT LOGISTIC

1) PASS DISTRIBUTION FOR COMPETITORS AND SERVICES

With dedicated info bulletin you will receive the link to register your staff. The digital pass will be sent to you directly to the email address given during accreditation. To speed up the control procedures, we will deliver to each team, wristbands according to the number of passes requested. These wristbands can be picked up at the Accreditation Center.

2) ACCREDITATION CENTRE/ HELP DESK

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

- Thursday 13 June from 3.00 p.m to 7.00 p.m
- Friday 14 June from 07.30 a.m. to 7 p.m.
- Saturday 15 June from 07.00 a.m. to 6.00 p.m.
- Sunday 16 June from 08.00 a.m. to 2.00 p.m.

3) TRANSPONDER DISTRIBUTION

Transponder must be collected by the Team Representative at the timing room located at second floor of the Race Control Tower. Transponder must be **returned** at the same place within 30' from the end of the last race scheduled for 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 08.00 p.m.
- Sunday: from 07.30 a.m. to the last journalist

5) OFFICIAL NOTICEBOARD

The official noticeboard will be virtual only www.vallelunga.it and App Sportify.



The banner features the Sportity logo at the top left. The main text reads: "For direct event information please download the Sportity app and insert this password: ARW_24". The password "ARW_24" is displayed in a large white box. Below this, it says "Sportity app is available in" followed by "Available on the App Store" and "Get it on Google play" with their respective logos. Two QR codes are provided for scanning. The website "www.sportity.com" is listed at the bottom left.

7) CRICUIT LOGISTIC

1) AUDIO-VIDEO BORADCASTING

We remind you all those who during the event will use within their hospitality / tensile structures etc... audio and / or video equipment there is an obligation to pay SIAE rights, which must be made in advance at:

SIAE (Mandataria di FIANO ROMANO)
Via Filippo Turati, 47
00065 Fiano Romano
Tel: 0765.481538
Fax: 0765.481538
fianoromano@mandatarie.siae.it

2) MUNICIPALITY BILBOARD 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

We inform you that, for the entire weekend, free wifi service will be available:

- WI-FI NAME: VallelungaGuest
- PASSWORD: vallelunga2023

4) BAR – CATERING

We inform you that within the circuit there is the service of bar/catering.

The bar will be open starting from 8.00 a.m

The restaurant will keep the following hours:

- 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 inside the Circuit. The payment could 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

8) 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: tyres, 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 tyres, 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.

9) CIRCUIT TIMES AND CONTACTS

The Racetrack Management offices 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.

Sports Office

Attachments

- Administrative Master form
- Liability waiver – free practice
- Timetable