

## CONDITIONS FOR PARTICIPATION 2020

### EXHIBITION MODEL: MODULAR FOOD STANDS MS4

The conditions for participation (CPFTS3) MODULAR STANDS MS2 apply to the following exhibition sectors:

**Regional Products (Plaça Alcalde Reig Vilaplana) REGIONAL PRODUCTS**  
**FOOD IN GENERAL (Plaça Anselmo Martí) CAMET**

#### 1. ORGANISATION

The CITY COUNCIL OF COCENTAINA is in charge of the ALL SAINTS FAIR organisation, this service is delegated by the mayor, in the extend of her competences, and by the councillor responsible for the Fair, and assigned to the municipal department for Economic Development and Fair (C/ San Cristóbal, 6 – 8 Cocentaina). This department is in charge of examining the received applications and determining whether they comply with the established conditions, according to the criteria specified in the section 7 of this document, being able to verify them as it deems appropriate.

#### 2. DURATION AND SCHEDULE

This year's edition of the FAIR will take place in its usual place, in the urban area of Cocentaina, **from 30 October to 1 November 2020.**

The commercial opening hours established by the organisation must be respected: **from 9 am to 9 pm.** It is prohibited to close the exhibition during this period of time.

#### 3. EXHIBITORS

**Manufacturers and craftspeople** with their self-made products may participate in the event. The participation is also authorised to the following type of businesses: **storekeepers, exclusive representatives and distributors.**

The exhibited product must match the one previously agreed on with the organisation. Failure to comply with this condition will automatically exclude the exhibitor for future editions. Participation applications will not be admitted with reservations, under particular conditions, or if they are on behalf of more than one company, even if it is the case of subsidiary companies, which must register individually, pay the corresponding amount and sign the conditions for participation.

#### 4. EXHIBITION MODEL – STAND MS4

**Measurements:** 3x2.25 metres / Front and back height: 2.35 metres

**Structure:** galvanised steel and elevated in order to prevent the accumulation of rainwater

Melamine wood colour white with reinforced flat iron trim

Platform

Polyester seal Opening and closing of the stand through gas cushions, 550 N

Synthetic fiberglass roof

**Accessories:**

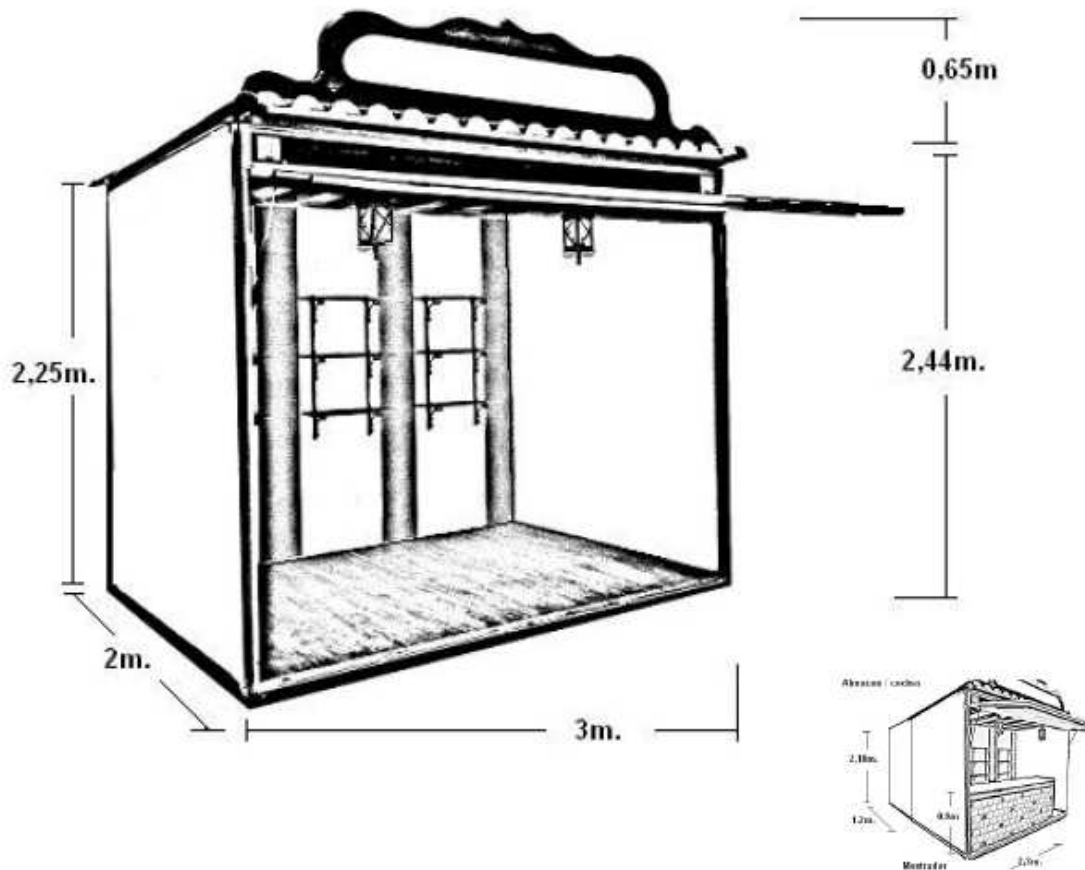
Polyester counter, fiberglass with the front side made of wood of 2.5 x 0.8 metres

Label area of 2.5x0.3 metres at the upper front side

Interior shelves at the back side made of wood, fibre or polyester

**Electrical installation (\*):**

Interior lighting with power socket composed by a power strip for up to 300w  
 Waterproof luminaires with LED tubes  
 Thermal magnet  
**Modularity:** in multiples of 3m



**(\*) The price of the stand includes:**

The occupancy of the stand from the 30th of October to the 1st of November, both days included; all the applicable taxes and the electrical installation expenses up to 300W per module or stand; as well as the consumption of 300W.

MODULAR STAND FOR REGIONAL PRODUCTS / CAMET: € 700.00

ADDITIONAL ELECTRICAL POWER: In order to receive a higher electrical power above the 300W included in the rent of the stand, each exhibitor must inform the organisation about it and pay the corresponding amount:

301W-1500W.....	€ 65.00
1501W-3000W.....	€ 130.00
3001W-5000W.....	€ 190.00

**5. SECURITY/SURVEILLANCE**

The organisation provides surveillance for the installations of the Fair space, but **cannot be held responsible for the damages, robberies and thefts** that may occur to the elements in the parcels.

In order to secure the exhibited materials, the exhibitor should arrange the corresponding insurance.

## **6. RESERVATION OF SPACE**

**The reservation of space will be formalised with the payment of the amount specified in the corresponding payment document, and has to be made prior to the indicated payment due date.**

**Payments made after the due date will not be admitted**, unless there are free spots that are not awarded to applications with payments received in due time and if the organisation deems it convenient.

Together with the payment receipt, you will have to present the **acceptance of these participation conditions** signed and stamped, which obliges the company interested to participate in the Fair. With this we assume that you have knowledge of and accept the present conditions for participation, the technical instructions provided by the Fair department and the applicable standards and regulations. (ANNEX I)

## **7. ACCEPTANCE AND AWARDING OF APPLICATIONS**

The Department for the Fair is responsible for examining the received applications and for deciding whether they meet the established conditions and comply with the established criteria and being able to verify them as it deems appropriate.

The organisation is authorised to accept or decline any application for space reservation. The awarding of space is an exclusive right of the city council and will be made based on technical considerations.

Exhibitors who participated in the previous edition, will be able to renew their participation under the same conditions, provided that they did not cause incidences during the event and that they do not request more space than there is available.

Exhibitors who leave the Fair, do not respect the schedule, regulations and/or that are conflictive with the public, organisation, technicians or other exhibitors can be kicked out of the current Fair and excluded from future editions.

The criteria applied to the selection of new expositors are:

- 1.- Type of product to be exhibited (variety, innovation, quality, branch...)
- 2.- Layout of the stand (decoration, installations, accessibility, aesthetics, customer service staff...)
- 3.- Products with designation of origin and/or of close proximity
- 4.- Absence of incidents during the participation in previous editions, if any.

The interested parties must present the participation application corresponding to the exhibition model (MODULAR FOOD STANDS) **before the 30th of June**, together with the additional documentation specified below:

- APPLICANT'S TAX IDENTIFICATION NUMBER
- INFORMATION/CATALOGUE/IMAGES OF THE PRODUCT TO BE EXHIBITED

All the participation applications and the additional documentation must be sent to the Departament del Servei d'Informació a la Ciutadania (SIC) of the Ajuntament de Cocentaina (Plaça la Vila, 1 (03820) Cocentaina, Alacant).

Or online at [www.cocentaina.sedelectronica.es](http://www.cocentaina.sedelectronica.es) (general request).

## **8. SERVICES**

The Fair's organisation is in charge of providing basic services such as public lighting and daily cleaning of the fairground. In addition to that, other services are offered such as:

**FRACTIONED PAYMENT:** Exhibitors can request the "fractioned payment" method at the intervention department of the city council of Cocentaina. This means that 50% of the total amount has to be paid before the celebration of the event (the date will be indicated in the payment document) and that the payment of the remaining amount has to be received before the 31st of December of that year.

Only exhibitors who have rented 3 or more stands can request this payment convenience. (Art. 6 Tax Ordinance Regulating)

**GUARDED PRIVATE PARKING:** Located at the municipal sports centre and the Parc L'Orxa  
4.4 Opening hours are from 8 am to 11 pm. **Every exhibitor who wishes to use this free service, will have to pick up their accreditation at the Stand Central Fira de Tots Sants (intersection of Passeig del Comtat and C/ Ausiàs March) during the assembling days of the Fair (28/29 October from 10 am to 2 pm / 4 pm to 8 pm)**

**ADVISING AND RESERVATIONS OF SERVICES:** The Tourist Info Cocentaina will provide information about accommodation, food and other services available to the exhibitors during the Fair days. Exhibitors who requests this free service will receive all the necessary information. (Tel. +34 965590159 / Email: [touristinfo\\_cocentaina@gva.es](mailto:touristinfo_cocentaina@gva.es) )

**WIFI/INTERNET ACCESS:** Glass fibre access exclusively for the official exhibitors of the Fair. Every official exhibitor will receive a user name and a password to access to this free and exclusive service.

**PLAYGROUND:** Installed in the Plaça Alcalde Reig, this service will be available at no cost for children (between 3 and 12 years) of the exhibitors.

**STAFF:** The Department for Economic Development from the city council of Cocentaina has a job seekers database from Cocentaina and the region available for the exhibitors who need staff for different tasks: assembly, customer services, etc. All these services can be requested at [adl@cocentaina.org](mailto:adl@cocentaina.org).

## **9. HEALTH AND HYGIENE REQUIREMENTS**

"All establishments serving unpackaged food and drinks must comply the following health and hygiene requirements (regulation 852/2004):

- You must have the appropriate installations and means for controlling and maintaining the temperature conditions for the food items. Counters will have showcases and, if needed, refrigerators. Fresh products must always be refrigerated and salt-cured products must be covered.
- You must proof the ORIGEN of the products at the day of the assembly (it will be proved via invoices).
- Availability of enough drinking water or drinking water reservoirs with taps.
- Availability of sewage tanks or, at least, of the adequate piping for the drainage into the public system. You must have the necessary means and installations for the hygienic storage and removal of substances and residues, in liquid or solid state.
- Counters will have showcases and, if needed, refrigerators. Fresh products must always be refrigerated and salt-cured products must be covered. Food products must be placed in a way that contamination is avoided, preventing them from becoming inedible.
- Surfaces in contact with food products must be in good condition and easy to clean and, if needed, easy to disinfect. This requires flat, washable, corrosion resistant and non-toxic materials, preventing the accumulation of dirt in edges and corners.
- You must have the appropriate materials for cleaning and, when needed, for disinfecting the equipment and work tools. Also, you will have to take the necessary measures for the cleaning of products, if they are part of a demonstration.
- Appropriate installations to maintain a correct personal hygiene (washing and drying of hands). (Hostels must also have hygienic facilities and dressing rooms)
- All other requirements following the corresponding technical health regulations for these products
- Workers must always have their food handler card with them. You will have to show it if there is a health inspection. You will have to maintain a high degree of cleanliness and wear the appropriate clothing, which has to be clean and protective, if necessary.

**WASTE:** At the end of the day, each exhibitor has to deposit the generated waste (boxes, papers, etc...) in front of their stand to be picked up by the cleaning services. IT IS COMPLETELY FORBIDDEN TO LEAVE THE WASTE AT THE BACK OF THE STAND DURING THE FAIR DAYS.

**SEWAGE SYSTEM:** It is completely forbidden to discharge oils from food usage into the sewage system. You will have to properly recycle the oils after using them. Take them to the manager or the Ecoparc (recycling park) and there has to be a written record of this action.

#### **10. ASSEMBLING AND DISMANTLING**

The STAND will be available to the exhibitor on **Wednesday, the 28th of October 2020 from 9 am. Exhibitors will have to pick up their keys and accreditations at the Stand Central Fira de Tots Sants (intersection of Passeig del Comtat with C/ Ausiàs March on the 28/29 October from 10 am to 2 pm / 4 pm to 8 pm).**

**The assembly must be completed before 10 pm of the 29th of October and exhibitors will not be allowed to disassemble their parcel until 11:59 pm on the 1st of November of 2020.**

To carry out **loading and unloading** activities at the fairground during the celebration of the event, the **exhibitor accreditation** must be **visible** in the vehicle, and you will only be able to access this space **between 23:59 pm and 8 am**. This accreditation will be available to pick up

at the Stand Central Fira de Tots Sants (intersection Passeig del Comtat and C/ Ausiàs March) during the assembly days. **(28-29 October from 10 am to 2 pm and from 4 pm to 8 pm)**

### **11. PRICES**

**The prices of the different exhibited products must be visible all the time for customers and buyers.**

### **12. ADVERTISEMENT**

Advertisement is **only admitted inside the corresponding space** and will be limited to the products exposed by the exhibitors.

Advertising via speakers, films, slides or similar, as well as the installation and usage of musical ambiance or live demonstrations of processes or activities, will only be permitted as long as it does not cause harm or disturbance to the activities of the event or to other exhibitors.

### **13. RESPONSABILITIES**

The applicant commits to have all the **necessary authorisations for the activity** and **is responsible for any damages that he/she may cause to third parties or to the city council** during the activity, assembly or dismantling.

### **14. FORCE MAJEURE**

**The city council reserves its right to refuse admission** and, in case of force majeure or special circumstances, to postpone, shorten, extend or cancel the commercial exhibition, without having any responsibility. If for the same reasons, the Fair must be interrupted after the inauguration, exhibitors will not be able to request a refund of the payment they already made.

The refund of the taxes will only be possible if the Fair was cancelled before its inauguration, due to justified public interests.

### **15. INCIDENTS**

It is of public interest to respect the conditions for the participation at the Fair because it is held in the public space and due to the need of respecting the coordination between all the elements that form this complex organisation. Please note that the non-compliance of these conditions by the exhibitor will cause the withdrawal of the authorisation at any time, on duly justified grounds.

This can also give reasons for rejecting an exhibitor's application in future editions of the Fira, even if it does not imply the withdrawal of the authorisation.

### **16. RESPONSIBLE COURTS**

In all disputes, the parties are submitted to the competences of the contentious administrative courts of Alicante.

### **17. CLAUSE ON DATA PROTECTION AND DISCLOSURE**

In compliance with the provisions set forth in Organic Law 15/1999, on 13th of December, on Personal Data Protection (LOPD from now on) we inform you that the data provided by you will be stored in an archive system owned by the City Council of Cocentaina for the processing and management of your request.

By signing and submitting this document you give your consent to the processing of your data by the City Council of Cocentaina for the specified purpose. You express your consent to the disclosure of your data to other departments of the City Council of Cocentaina and/or other public administrations if they need them, as well as in the other cases included in the LOPD. You are free to exercise your right to access, correction, cancellation and refusal of your personal details by sending a letter to the Registre General de l'Ajuntament de Cocentaina (Plaça la Vila, 1, 03820 Cocentaina; or online at the Registre Electrònic ([www.cocentaina.sedelectronica.es](http://www.cocentaina.sedelectronica.es))). In this letter you should include your request signed by you or by a person with your legal authority, a copy of your tax identification number or equivalent valid document to prove your identity and (if it is the case) of the person representing you.