

CONDITIONS FOR PARTICIPATION 2020

EXHIBITION MODEL: OTHERS

The conditions for participation (CPFTS6) OTHERS apply to the following exhibition sectors:

LOCAL SHOPS

NON-LOCAL COMMERCIAL PREMISES

NON-PROFIT ASSOCIATIONS

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.**

3. EXHIBITION MODEL– OTHERS

LOCAL SHOPS: Must request the permission to use the metres of their facade, after consulting the assembly with the Fair Department. You must not occupy or block the transit of the visitors. Depending on the sector where the shop is located, it will have to respect and adopt to the aesthetic and decoration of the zone. (For example, Medieval area: appropriate clothing and decoration).

**Local peddlers who participate in the local market on Thursdays will use the space designated/provided by the organisation. (Maximum 6 metres/2 stands)

LOCAL FOOD SHOPS: € 25/LINEAR METRE

NON-FOOD LOCAL SHOPS: € 15/LINEAR METRE

NON-LOCAL COMMERCIAL PREMISES: Are located in any part of the town, regardless of whether it is located inside or outside of the fairground, and will only be able to open during fair days. In order to open the premises, they must be equipped with a 6kg fire extinguisher (ABC model) that covers a natural part of 25 metres from any point of the premises, according to sectoral regulations. In addition to the application, you must present the layout plan (surface, sales area, exhibition area, access, storage, and any other relevant feature for the activity) and the certification of a civil liability insurance and fire insurance for the Fair days. You must present the insurance payment receipts before the Fair starts.

It is forbidden to occupy the public space. This authorisation only allows the activity inside the premises.

NON-LOCAL COMMERCIAL PREMISES: € 800.00

*NON-LOCAL COMMERCIAL PREMISES (2nd SELLING POINT): € 200.00

*Those are non-local commercial premises requested by companies that have permanent premises in the municipality.

**NON-LOCAL COMMERCIAL PREMISES (ASSOCIATIONS): € 0.00

**If the obtained profits are destined to non-profit purposes of the association.

NON-PROFIT ASSOCIATIONS: Those who request their own advertising in the public space can only occupy a maximum of 2 linear metres. They cannot block the visitors' transit and have to inform the organisation about their exact location.

ASSOCIATIONS: € 0.00

4. EXHIBITORS

Non-profit associations cannot perform business activities. They will only be able to sell lotto tickets, advertise and inform about their projects and thematic exhibitions.

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 and surveillance.

6. RESERVATION OF SPACE

The reservation of space will be formalised with the payment of the amount specified (if it is the case) 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 and Activities 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.

All the applications that meet the participation requirements will be authorised. **These evaluation criteria will be applied only to the exhibition model for non-profit associations:**

- 1.- Social purposes
- 2.- Associations with social implications in the town and region
- 3.- Absence of incidents during the participation in previous editions, if any.

The interested parties must present the participation application corresponding to the exhibition model (ASSOCIATIONS/LOCAL SHOPS/NON-LOCAL COMMERCIAL PREMISES) **before the 30th of June**, together with the additional documentation specified below:

ASSOCIATIONS:

- ASSOCIATION'S TAX IDENTIFICATION NUMBER (IN THIS CASE) AND ACCREDITATION OF THE REPRESENTATION (POWER OR SIMILAR)
- EXPLANATORY MEMORANDUM OF THE ASSOCIATION'S PROJECTS

LOCAL SHOPS:

- APPLICANT'S TAX IDENTIFICATION NUMBER

NON-LOCAL COMMERCIAL PREMISES:

- APPLICANT'S TAX IDENTIFICATION NUMBER
- COMPANY'S TAX IDENTIFICATION NUMBER (IN THIS CASE) AND ACCREDITATION OF THE REPRESENTATION (POWER OR SIMILAR)
- CIVIL LIABILITY INSURANCE
- LAYOUT OF THE PREMISES (ACCESS, SURFACE, INTERNAL DISTRIBUTION, FURNITURE...)
- INFORMATION/CATALOGUE 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 (general request).

8. HEALTH AND HYGIENE REQUIREMENTS (local food shops)

“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.

9. PRICES

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

10. 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.

11. 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.

12. 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.

13. 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.

14. RESPONSIBLE COURTS

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

15. 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). 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.