

## COMMUNICATION TO PARTICIPANTS

Date: 9th May 2023 Time: 12:00  
Subject: Event General Information Document: V1

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From: Organizer  
To: All Competitors / Drivers of all Categories  
Categories: PCCI F2000 MINI BMW GT4 TCR  
Pages: 8

Attachments: 4

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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 5th 2023 at 12.00**, 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/ Drivers with **foreign license** should download from [www.acisport.it](http://www.acisport.it) duly fill them out and forward them by email to [ufficiosportivo@vallelunga.it](mailto:ufficiosportivo@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 pilot, 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 8 7 3 8 9 5 0 0 0 0 0 0 0 5 0 5 8 6  
SWIFT: ICRAITRRLV0

**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: [ufficiosperto@vallelunga.it](mailto:ufficiosperto@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.

**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       |
|-----------------------------|------------------|
| Porsche Carrera Cup Italia* | € 1.650,00 + VAT |
| TCR Italy Festival*         | € 1.470,00 + VAT |
| Mini Challenge Evo          | € 1.050,00 + VAT |
| Mini Challenge Lite         | € 840,00 + VAT   |
| BMW M2 CS Racing Cup Italy* | € 1.450,00 + VAT |

(1) Including Free Practices

**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.**

## B) FREE PRACTICES

### FREE PRACTICES

The amounts of free practices are as follows:

| CATEGORY       | PRICES            |
|----------------|-------------------|
| Mini Challenge | 175,00 euro + VAT |

### **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 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](mailto:ufficiosportivo@vallelunga.it)

**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

The garage reservation request should be sent by email to the following addresses [m.busnelli@carreracupitalia.it](mailto:m.busnelli@carreracupitalia.it) and [ufficiosportivo@vallelunga.it](mailto:ufficiosportivo@vallelunga.it)

The reservation request should indicate:

- Name of the requesting Team with telephone, fax, and e-mail contact details
- Number of boxes needed
- Number of cars entered and their respective category
- Name, Surname, and cell phone number of a responsible person

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

The assignment of garages will be made by Porsche Carrera Cup Italia, which will communicate it to the Circuit Sports Office, which will send a notice of confirmation and request for payment.

### 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] | <b>Euro 900,00 + VAT</b> |
| Medium Garage (75 mq) [Box 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 18]                      | <b>Euro 800,00 + VAT</b> |
| Small Garage (50 mq) [Box 26]   | <b>Euro 600,00 + VAT</b> |

**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 02.00 p.m. - 08/06/2023**  
**Key delivery will be made at the main entrance of the circuit.**

**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](http://www.vallelunga.it) and [www.acisport.it](http://www.acisport.it)

**2) CIRCUIT ENTRANCE**

Entry to the circuit is permitted from 2 p.m. on Thursday 8 June 2023

Please strictly observe these times.

Transport of materials and/or movement of heavy vehicles are not permitted during night hours unless specifically authorised 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:**

To speed up the administrative check procedures, we invite all competitors to fill in - in every field - the summary form at the following link: [click here](#)

#### **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 PRESENT THEMSELVES TO CARRY OUT THE SPORTING VERIFICATIONS (DOCUMENT CONTROL AND SIGNATURE VERIFICATION FORM)

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

### **4) 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.

## **E) EVENT LOGISTIC**

### **1) PASS DISTRIBUTION FOR COMPETITORS AND SERVICES**

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.

### **2) ACCREDITATION CENTRE/ HELP DESK**

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

- Thursday 8 June from 16.00 to 19.00
- Friday 9 June from 07.30 a.m. to 7 p.m.
- Saturday 10 June from 07.00 a.m. to 6.00 p.m.
- Sunday 11 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](http://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 rounded rectangle 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" logos. At the bottom, there are two QR codes and the website "www.sportity.com".

## F) 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](mailto: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](mailto: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

### **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: 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.

### **H) 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 form
- Liability waiver – free practice
- Timetable
- Circuit map