

## **WORLD CULTURES FESTIVAL**

### **RULES OF OPERATION**

#### Justification

The Cultures of the World Festival is promoted within the scope of the “CULTURA 3 X 4” project, led by the Municipality of Tábua, in partnership with the Municipalities of Anadia and Vagos, and which aims to implement a cultural programming project in a network, to promotion and development of cultural and natural heritage, material and immaterial, as an element of differentiation, cohesion and competitiveness of the territories, namely through their qualification, valorisation and tourism leverage, supported by a synchronous involvement with cultural agents and local associative fabric.

In this context, the promotion of a set of cultural actions and activities is planned, from theatre, music, performing arts, literature and narration, dance, among others, as well as a set of activities related to gastronomy, ethnography, heritage and multicultural intersection, allowing and fostering universal enjoyment and access to culture by all citizens, in an inclusive manner. The cultural program focuses on a concept of itinerancy with events common to the municipalities of Tábua, Anadia and Vagos and within the municipalities themselves, covering the various parishes and locally involving local associations and other agents that, due to the COVID-19 pandemic, saw their activity greatly reduced, creating opportunities and leveraging the economic and social development of these territories, contributing to the capture of tourist flows and the socio-cultural and economic cohesion of the regions.

A program with a high impact in terms of regional and inter-regional tourism is proposed, with the promotion of a set of activities with the potential to attract different types of public and based on an inter-municipal programming, with the crossing of initiatives and territorial and institutional integration based on in culture and heritage that contributes to the affirmation of the target areas of intervention and of the Central Region as a cultural tourism destination of excellence, increasing its attractiveness and boosting the increase in the number of visitors as well as their satisfaction and loyalty, translated into an increase in your stay.

#### Article 1

##### object and scope



1. The Culturas do Mundo Ação Festival is a multicultural event that brings together foreign and diaspora communities with greater expression in each territory, through a display of gastronomy, music, ethnography, culture and traditions, in a logic of exchange between the different communities involved and the local and visitor community. The action will also feature the performance of nationally renowned artists in three areas, namely Music, Magic and Stand Up Comedy, with the double objective of generating greater attraction for the public, in a logic of scope and dimension, and of involving associations and local artists in these same moments of performance, preceding or interacting with the artists with greater media projection.
2. These rules establish the rules for the operation of the event and the actions arising from it, covering all invited and registered exhibitors, individual or collective, who carry out their activity in accordance with the objectives of the event.

## Article 2

### Organization and Partners

1. This event is organized by the Tábua City Council.
2. The coordination of this event is the responsibility of the Organizing Committee, made up of technicians from the Municipality appointed by the Mayor or Councilor with delegated powers (Annex I).

## Article 3

### Event Operation Period

1. The event will take place on August 11, 12, 13 and 14, 2022, at Jardim Sarah Beirão.
2. The programme, period of operation of the Festival, assembly and disassembly are defined by order of the Mayor, or Councilor with delegated powers, after a proposal by the Organizing Committee, and published on the Municipality's website.

## Article 4

### Participants and Economic Agents

1. In this event, the following can participate:
  - Individual or legal persons, who carry out their economic activity as producers, traders and/or artisans, and whose activity falls within the scope of the Festival;

## Article 5

### Typology of Spaces



1. The stalls, stands, spaces will be divided into five different sectors:

- a) Sector I – Shows and animation;
- b) Sector II – Handicrafts, traditional products and Tourism;
- c) Sector III – Street vendors/Street food;
- d) Sector IV – Workshops and exhibitions;

2. Sector III Street vending/Street food

- a) The organization provides tables and benches for the meals that will be arranged in the place where the Food Trucks will be placed.
  - b) The Food Trucks will have electricity supply less than 25 meters away, as well as a supply of clean water and a place for dumping dirty water and garbage.
  - c) The organization provides a minimum electrical current of 16A for each Food Truck.
  - d) Presence of at least one electrician for permanent electrical assistance on the days of the event.
  - e) Zero licensing and space occupation for all Food Trucks.
  - f) The admitted participants are obliged to offer menus/meals, for the organization, operators and artists:
    - Food sales attendees offer 30 full menus.
    - Bar/Sweet Attendees 45 full menus.
  - g) Participants must have the utmost concern with quality and hygiene in the preparation of meals, as well as in the maintenance of the outdoor space.
  - h) Depending on the number of participants, these may be limited to the sale of 2 or 3 products, so that there is no repetition in the offer. The selection of products will be made by the organization.
3. No amount will be charged for the occupation of Sectors II, III and IV.

## Article 6

### Registrations

- 1. Registration is open until July 29, 2022 (Friday) and must be formalized by filling out an application form, which must be requested via email: [tabuaplayenglish@cm-tabua.pt](mailto:tabuaplayenglish@cm-tabua.pt).
- 2. Enrollment is carried out by filling in the mandatory registration form, to which the following documents must be attached:
  - Individual companies/entrepreneurs, the Declaration of Beginning of Activity;



- Direct Producer/Craftsman, a certificate from the Parish Council, which mentions that the farmer/craftsman sells products from his farm/manufactured by himself;
- Street Vendors:
  - a) Declaration of Beginning of Activity;
  - b) Civil liability insurance;
  - c) HACCP and Disclaimer.
- 3. The aforementioned documents must be sent as follows:
  - c) By email, to the address: [tabuaplayenglish@cm-tabua.pt](mailto:tabuaplayenglish@cm-tabua.pt).
- 4. For Crafts, it is mandatory to present photographs of the works.

#### Article 7

##### Application selection criteria

1. Once the deadline for submitting requests has expired, the committee analyzes and considers the requests for the purposes of selection or exclusion and communication of the allocation, within a maximum period of 3 working days.
2. The selection of requests to participate for this event is based on the following criteria:
  - a) Individual companies/entrepreneurs, artisans invited by the Municipality;
  - b) Economic activities defined within the scope of the event;
  - c) Limit of available areas.
3. After the period mentioned in number one has elapsed, the committee will submit the decision on the allocation of seats to the Councilor of the Department, for approval and respective notification to the participants.

#### Article 8

##### right of occupation

1. Participants in Sectors II, III and IV only acquire the effective right to occupy the place assigned to them, after receiving confirmation of their registration by the organization.
2. The economic agents participating in the event must comply with the legislation in force, regarding their activity, in accordance with the RJACSR - Legal regime for access to and exercise of trade, services and restaurant activities, published in an annex to Decree-Law 10 /2015, of January 16th.

#### Article 9



#### Term for occupancy

1. On the opening day of the event, each assigned seat must be properly installed and provided with the products described in the registration.
2. The assembly of the spaces referred to in the previous point cannot occur, at any time, without the presence of the elements of the Organizing Committee.
3. Failure to verify the provisions of the previous number determines the exclusion of the participant from the event, and the committee may invite other interested parties within the scope of the economic activities of the defined sectors.

#### Article 10

##### Withdrawal from participation

Withdrawal from participating in the event may make it impossible for them to attend future events.

#### Article 11

##### Non-transferability of the right of occupation

The registered participant may not assign to third parties, in any capacity, the right to occupy, in whole or in part, the space assigned to him, either before or during the event, unless authorized in writing and with the necessary advance notice, to the commission.

#### Article 12

##### conditionalisms

1. The organization gives priority to producers/artisans in the municipality.
2. Participation is subject to the number of existing stalls/spaces, and may therefore be subject to the selection criteria provided for in article 8.
3. The Committee reserves the right to reject entries that do not fit within the scope of the event.
4. The act of registration does not confer the right of admission.
5. The sale of beer throughout the event venue is exclusive to the organization.

#### Article 13

##### installations

1. Sector I (Banks):
  - a) The stalls measure 1m x 0.70m;
  - b) It is not allowed to cook food or sell drinks.



- c) The assignment and location of the stalls is the sole responsibility of the Committee.
- d) It is not allowed to paint, nail or perforate on the stands.
- e) The commission does not provide any type of support material for the decoration of the space (eg tables, chairs, shelves, etc.), so it must be provided by the craftsman/exhibitor.

#### 5. Sector V Food trucks/Roulos:

- a) The measurements and location of these spaces created for the placement of Food trucks/roulots are defined by the Commission.
- b) Each space will be provided with electricity within 25 meters.
- 5.1. The decoration of these spaces is the sole responsibility of the occupants.
- 5.2. The assignment and location of these spaces is the sole responsibility of the Commission.

#### Article 14

##### Cleanliness and conservation

- 1. During the event, the participant must keep the respective space in good hygienic conditions and proceed with the removal of waste, depositing them, properly packed, in the places intended for this purpose.
- 2. Tábua City Council will be responsible for the general cleaning of the areas and space in Jardim Sarah Beirão not occupied by street vendors.

#### Article 15

##### Exhibition and Sale of Products

- 1. Participants must comply with the safety and health conditions, in accordance with the legal and regulatory standards in force.
- 2. The presentation, sale, display of prices and others, applicable to food products is the responsibility of economic agents.
- 3. The products displayed at the event are the exclusive responsibility of the participants.
- 4. Tábua City Council is not responsible for the products present in the stands/roulots, which do not comply with all the legal requirements in force.



#### Article 16

##### Sound

In the entire venue of the event and during its operation, the sound will be solely and exclusively the responsibility of the competent services of the Municipality of Tábua.

#### Article 17

##### Disassembly

1. The dismantling of stands and removal of food trucks is the responsibility of their occupants and must be done after the end of the event (after the end of the artist's performance on stage), on August 14th.
2. It is not allowed to dismantle/remove it before the end of the event, under penalty of exclusion in future events.

#### Article 18

##### Safety

1. The City Council is responsible for the general security of the event.
2. After the closing of the event, a surveillance team will be provided.

#### Article 19

##### Liability for damages

1. Tábua City Council is not responsible for any damage caused by the participants and their employees or collaborators, to the visitors and consumers of the event, nor for the damages that the latter two may cause to the participants.
2. Participants are responsible for contracting the necessary insurance for their activity.
3. It is also up to the participants to guard and monitor the respective spaces during the event, as well as the products and goods existing therein, and the Municipality of Tábua is not responsible for any losses, theft, theft or other damages caused to equipment and visitors. .
4. The participants and their employees or collaborators are responsible, under the general terms of civil liability, for the damage they cause to the facilities and equipment that were made available by the Tábua City Council, as well as to the equipment, floors and other components existing in Jardim Sarah Beirão .



## Article 20

### Fundraising

It is not allowed to carry out collections inside (Centro Cultural de Tábua) and outside (Jardim Sarah Beirão) during the period of operation of the event.

## Article 21

### Organizing committee

1. The Organizing Committee will work permanently in a space designed for this purpose.
2. During the event, the Municipality will be represented by elements of the Commission, duly identified, who are responsible for deciding on all matters not provided for in this document.
3. The Organizing Committee will have a Technical Committee that may, at any time, verify compliance with the applicable legal provisions, and will assist in the different areas:
  - a) Licensing of economic activities;
  - b) Public Health and Hygic-sanitary conditions;
  - c) Animal Health and Welfare;
  - d) Fire Protection.

## Article 22

### Non-compliance with the rules

Failure to comply with these rules for reasons attributable to the exhibitor/seller may make it impossible to continue attending the event and determine the exclusion of the same in future events.

## Article 23

### Changes to standards

Doubts and omissions arising from the interpretation of these rules will be resolved by the Organizing Committee of the event.

## Article 24

### Implementation

These rules come into force on the day following their approval at the City Council Meeting.





Rules approved at the Ordinary Chamber Meeting of July 14, 2022.