



NORMAS // ARTESÃOS E ARTES DECORATIVAS
II BIA – TRADITIONAL ARTS AND CRAFTS OF VILA NOVA DE CERVEIRA
10 A 14 DE AGOSTO DE 2016

Article 1
Object

This Regulation lays down rules on the management and operation of the II International Biennial of Arts and Crafts of Vila Nova de Cerveira, hereinafter IBA.

Article 2
Scope of application

1. The rules contained in this Regulation are part of the basic principles of the exhibition management, bearing in mind not only its functionality, such as defense equipment and a permanent optimization of the quality of service provided to users.
2. IBA is a meeting place for culture, formational and information aimed to all users.
3. They are recipients of this Regulation overall and subject to the same, in addition to employees of the City Council, the following external elements to the Municipality of Cerveira:
 - a) Attendees at the International Biennial of Arts and Crafts;
 - b) All artisans who individually produce handcraft products and are carriers of an artisan license, under the law.
 - c) Public or private, national or foreign entities that may be invited to join the organization.

Article 3
Objectives

1. IBA assumes the general objective of promoting the dissemination and appreciation of crafts produced, alongside the respective population, thus contributing to the development and promotion of national and international practices and popular cultural expressions.
2. The event aims to specific targets, namely:
 - a) Establish contact between the public and the artisan, disclosing their identity and work;
 - b) Respond to needs of public culture, information and recreation;
 - c) Provide cultural dissemination actions of formative and informative character.

Article 4
Competence and responsibility of management

1. The IBA - Traditional Arts and Crafts is organized by the City council of Vila Nova de Cerveira.
2. The IBA - Traditional Arts and Crafts is provided with a dependent secretariat of the management organizational unit.



Article 5

Functional areas of the enclosure

1. IBA has the following functional areas:
 - a) The Municipality of Vila Nova de Cerveira will feature several stands for supporting the event, integrating technical, logistical and administrative support;
 - b) Craftsmen's stands / Decorative Arts;
 - c) Invited guest's stands, whenever they exist;
 - d) Local food stands "exploited" by the County Associations;
 - e) Entertainment area;
 - f) Workshops Area and craft workshops;
 - g) Sanitary facilities;
2. The event will feature the logistic areas needed for its implementation.

Article 6

Local e funcionamento da BIA

The IBA - Traditional Arts and Crafts runs from 10 to 14 August 2016, located at Rua José Pedreira, near the Transport Coordinating Center (GPS coordinates: 41.937962, -8.746277), with the following schedule:

Wednesday 10 (opening): 15h00-24h00(local time)

Saturday and Sunday: 11h00 - 24h00 (local time)

Remaining days:

16h00 - 24h00

Article 7

Access

Public access to the event's enclosure is free.

Article 8

Citizens with Special Needs

The event is adapted for people with special needs, in accordance with current legislation.

Article 9

Participants

1. Can apply to the stand allocation in IBA all artisans listed as recipients of the Regulation.
2. Only craftsmen applications whose parts meet the following features are admitted:
 - a) They must be related to the activity or craft activities, recognized and entered in artisan license;
 - b) Submit rigor and technical quality;
 - c) Incorporate manual work by the candidate craftsman which shall be, at least, 75% of the work produced;
 - d) It may include the mixture of materials as well as production techniques.



Article 10 Applications

1. The opening of applications to the stands holds up on the **19th until Juny 18, 2016**.
2. Applications should be sent by post to the Municipality of Vila Nova de Cerveira, Town Hall Square, 4920-284 Vila Nova de Cerveira or in digital format to the following address: cultura@cm-vncerveira.pt , **not exceeding the size 8MB limit**.
3. The registration form must be sent, properly filled in, along with photocopies of the following:
 - 3.1. Identity Card and Tax ID Number;
 - 3.2. Declaration of the commencement of activity;
 - 3.3. Artisan's license (if Craftsman Charter holder)
 - 3.4. Recent photographs of the products to be marketed;
4. Each participant can only apply for a single stand of 3.00 x 3.00 m with maximum power of 5 amperes.
5. It will not be accepted by the organization, applications that violate the provisions of this Article.

Article 11 Jury

1. The jury of the stands award procedure is named by the IBA - Traditional Arts and Crafts organization.

Article 12 Selection Criteria

1. The selection of registered artisans is valued based on the materials used and creativity of the craft.
2. Artisans who possess Craftsman Letter preference is given, over others who have the same product.
3. The selection of applications will observe the criterion of precedence by the date of receipt thereof, taking into account the number of available stands.

Article 13 Jury Deliberation

The jury's decision will be communicated by e-mail at **20 Juny 2016**.

Article 14 Rights of participants

The rights of participants in IBA:

- a) Circulate freely in all public spaces of the IBA;
- b) The artisans should be treated with courtesy, professionalism, attention, impartiality and equality by the Secretariat;
- c) Participate in the activities of the IBA;
- d) Submit event suggestions, complaints and founded and properly identified proposals to the secretariat;



- e) Use all the services and facilities available to them;
- f) Be previously informed about the planned activities;
- g) Take the stand up to three hours before the start of the event on the opening day;
- h) Freely develop your own activity in compliance with the provisions of this Regulation;
- i) Have a period from 24 hours before the opening of the BIA and up to 24 hours after its closure, monitoring the enclosure by the Municipality of Cerveira, where appropriate.
- j) Have access to your own stand on the **9th August starting at 10h00pm** (local time).

Article 15 **Obligations of participants**

The duties of participants in the IBA:

- a) Placing the furniture on the stand, used to expose the handicrafts and decoration material is your responsibility;
- b) Having the stand occupation completed three hours before the opening;
- c) Start the exposure work and storage only an hour before the set for the opening, except on opening day;
- d) Do not make use of trading sessions, sound or audiovisual extra equipment;
- e) Abstain from exposure and / or sale of parts other than your own production or that do not relate to the activity or craft activities, recognized and issued in the artisan license;
- f) Do not sell handicraft items before the opening hours and after the notice of termination by the secretariat of the IBA;
- g) Do not modify the external display of the stand;
- h) Request IBA's secretariat permission for any outdoor installation to the stand;
- i) Keep the stand open during the opening hours of IBA, unless having a special permission or decision of the secretariat;
- j) Refrain from performing any acts likely to undermine the good atmosphere that should exist between all participants and the public;
- k) Promote the storage and cleaning up of the stand during its operation and at the end of each day of the event;



l) Do not vacate the stand before the end of the event, unless by reason of force majeure properly substantiated and proven;

m) Must faithfully comply with the event's schedule;

n) Contribute to the fulfillment of the provisions of this Regulation and the decisions of the Municipality of Cerveira, submitted by the secretariat of IBA.

Article 16 **Accommodation and Meals**

1. The Municipality of Vila Nova de Cerveira provides to non-resident artisans in the village, housing up to a maximum of two seats per exhibitor, by the mention of that requirement in the registration form and after consideration of the possibility of satisfaction of all requests.

Participants entitled to this clause should meet the following conditions:

2. Live **90 km** away from the IBA's place;

3. If the supply of accommodation is possible, the organization shall inform, in a timely manner, all interested participants.

4. Meals will be the responsibility of craftsmen.

Article 17 **Disclosure of IBA**

It is up for the Municipality of Cerveira, on their own initiative, publicly disclose the holding of the event, through measures it deems appropriate.

Article 18 **Final provisions**

The application of associations forces them to accept and comply the present rules and any other directives emanated by the organizations.

Doubts and omission situations in these rules will be solved by the organization.