

# MUGELLO CIRCUIT S.p.A.

## Mugello International Circuit

via Senni 15, Scarperia e San Piero – Florence



## GENERAL REGULATIONS

The recipients of these regulations, i.e. the clients, as well as those contracted by the clients to set up structures for sports or other events, are required to read and comply with these regulations.

	<b>GENERAL REGULATIONS</b> <b>for the Mugello International Circuit</b>	<b>R-01 rev 5</b>
		April 2023

Revisions list			
Code	Rev.	Date	Description
R-01	<b>rev 1</b>	<b>March 2017</b>	First issue
R-01	<b>rev 2</b>	<b>March 2019</b>	General revision
R-01	<b>rev 3</b>	<b>June 2020</b>	General revision, including the following amendments: - paragraph 1.2 "Definitions" - paragraph 2.2 "Safety bans" (gas equipment) - paragraph 3.3 "Video surveillance service" - paragraph 4.4 "Control of sound emissions with vehicles on the track" - paragraph 5 "Setting up of temporary or inflatable structures" - chapter 6 "Obligations relative to track side events" (public performances, catering, noise, drones) - paragraph 9.4 "Fuel supply and storage" - paragraph 9.5 "Wi-Fi service" - chapter 12 "Sanctions and penalties" - chapter 13 "Instructions for the emergency" and "Layouts" - chapter 14 "Notice on risks"
R-01	<b>rev 4</b>	<b>November 2022</b>	<ul style="list-style-type: none"> <li>- paragraph 1.2 "Definitions"</li> <li>- paragraph 1.4 "Inspections"</li> <li>- paragraphs 3.1 and 3.2</li> <li>- chapter 11 "Sustainability of events"</li> <li>- chapter 14 "Emergency Plan"</li> <li>- paragraph 4.5 "Use of the track - specific instructions"</li> </ul>
R-01	<b>rev 5</b>	<b>April 2023</b>	<ul style="list-style-type: none"> <li>- paragraph 3.4 "Recording and filming"</li> </ul>

**NOTE:**

These Regulations are revised and supplemented at regular intervals, based on legal updates or if changes and further development are necessary relative to the issues addressed.

The recipients of this document are required to check which revision is in force, consulting the Mugello Circuit website ([www.mugellocircuit.com](http://www.mugellocircuit.com)) or the offices of Mugello Circuit.



Mugello Circuit S.p.A.  
 Società a Socio Unico  
 Sede legale: Via Senni 15, I - 50038 Scarperia e San Piero (FI)  
 Cap. Soc. Sott. e Vers.: € 10.000.000,00  
 P.IVA - Cod. Fisc. Nr. Reg. Imprese Firenze: 09397670010  
 R.E.A. di Firenze: 582514  
 Direzione e coordinamento Ferrari N.V.

Autodromo Internazionale del Mugello  
 Via Senni 15, I - 50038 Scarperia e San Piero (FI)  
 Tel +39.055.8499111  
 Fax +39.055.8499251  
 email: [info@mugellocircuit.it](mailto:info@mugellocircuit.it)  
[www.mugellocircuit.it](http://www.mugellocircuit.it)

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## 1. INTRODUCTION

### 1.1 Purpose and scope of the Regulations

These Regulations govern admission to and presence in the Mugello International Circuit (hereafter "Circuit", or "MC"); use of the circuit, of the equipment and of the facilities present; and the rules that apply to the assembly of temporary structures.

The Regulations are for Clients as well as Users of the Circuit.

Clients will be responsible for all subjects that, for any reason whatsoever, have dealings with them, including but not limited to their own contractors and/or independent workers - as well as Users - and, in any case, all persons operating on their behalf, in any form, being familiar with and applying these Regulations.

The Circuit's own suppliers are excluded from these Regulations, who receive specific documentation about the risk of interference from MC, for the given area of interest (Interference Risk Assessment Report [DUVRI] or Safety and Coordination Plan [PSC]).

The Regulations establish the following:

- general obligations, prescriptions and prohibitions to be complied with inside the Circuit;
- means of access to and transit at the Circuit, throughout all phases of the event (including any assembly and disassembly);
- general regulations and obligations on use of the track;
- how the areas occupied and the related temporary structures and facilities will be assembled, guarded, maintained and cleared, pursuant to applicable safety laws;
- obligations on side events (public performances, catering);
- safety regulations on fire prevention, occupational health and safety, waste disposal;
- instructions for users;
- rules and procedures for other activities (goods' handling, catering services, etc.);
- stipulation of insurance policies and compensation for damages;
- application of sanctions and penalties for failure to comply with the obligations established by the Regulations;
- instructions for emergencies (taken from the Circuit's Emergency Plan);
- disclosures, for safety purposes, concerning hazards present at the Circuit (Legislative Decree 81/08).

Information on rates, times and any other instructions from Management in addition to the Regulations are directly notified to the Client and consequently to the User.

### 1.2 Terms and definitions

The terms and definitions used in this document are listed below:

- Mugello Circuit S.p.A.: the company that manages the Mugello International Circuit, and that may also act as organiser.
- Client: the legal or natural person that, organises or takes parts in shows or events, undertaking all civil and criminal liability and relative charges.
- Contractor/Fitter: the legal or natural person that, having signed a contract with the organiser of the show/event (i.e. with a Client or Mugello Circuit), sets up temporary structures for the event and the spaces provided by Mugello Circuit.

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- User: the natural person that requests to use the services offered by Mugello Circuit, accepting the relative Regulations in full.
- Show: activities mainly sports-based.
- Event: activities mainly entertainment-based and similar.

### 1.3 Responsibilities of the Client

The Client is responsible for any activities conducted within the Circuit, either directly or through third parties, especially during the setup and assembly/disassembly phases for any structures related to the events.

When stipulating the contract, the Client may provide the Circuit Commercial Office with the name of the Person Responsible for the specific event/activity; this person will be the contact for the Circuit regarding activities carried out, in the name of the Client.

### 1.4 Inspections

Mugello Circuit may, at any time, carry out necessary inspections and controls, on the use of the areas, as well as the plants and equipment assigned to the Clients and Users for their use.

In the event Mugello Circuit establishes a violation of these regulations or a failure to comply with applicable laws, in the interest of the conservation of its property, it may request Clients and Users to align with these regulations, providing necessary instructions, which they shall observe.

### 1.5 General description of the sports facility

The Mugello International Circuit is a sports facility with a vast number of car and motorcycle races and practice sessions at national and international level, as well as other sports' events, of which the most important is the Moto GP.

The Mugello facility became a permanent circuit in 1974 and was acquired by the *Ferrari spa* group in 1988, that began major renovation works, fitting it out with the best equipment and systems. In October 2008, the company "Mugello Circuit spa" was established, controlled by Ferrari spa, which manages the Tuscany-based circuit.

The circuit extends over a vast area, partly wooded and with fields, with internal roadways and is fenced off entirely with a metal fence and barbed wire, and in some parts with metal panels; besides the track, there are numerous service facilities, of which the main one is the Palazzina (hereinafter the Building) - a building in front of the paddock area.

Specifically, the track extends for 5.2 km and is fenced off with metal fencing, protected by guardrails, tyre barriers, protection walls and also has large escape areas in sand, near bends. Thanks to its particular configuration, the circuit is ideal for tests, and is used by F1, Moto GP and World Superbike teams, as well as by national and foreign car manufacturers.

The **Building (Palazzina)** is a 4-storey building, with the ground floor entirely taken up by the pits, with 20 areas, fitted out with all systems and equipment, in particular for fire prevention; only some of these areas have a compartment configuration, while others are connected by inner doors.

The first floor of the Building houses the executive offices, data processing and control room, meeting/conference rooms, hospitality rooms as well as a bar/restaurant; on the first floor there is a

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terrace overlooking the track, near the hospitality rooms, which closes off the shorter end of the building, and also runs along the rear (paddock side) where the press offices and press room are located.

Three quarters of the second floor is taken up by a terrace, while the remaining area hosts the briefing room, TV posts and various technical and service facility rooms; access is via the indoor stairs, or external stairs.

The Building is also partially on the third and fourth floor, with sponsor and sports' commentator rooms on the third floor, and a terrace on the fourth floor.

As already mentioned, the ground floor is used for the pits.

The Building overlooks a large area, called the **Paddock**, where various general services are provided, including utilities for circuit users, situated at specific stations, and waste disposal.

In front of the Building, beyond the track, is the **Central Stand**, which presently has a total seating capacity of 4,839. This open, independent structure on two levels hosts the public during major events; it has its own toilet facilities and is connected via a walkway to the Building (third floor).

In a separate building, not far from the Building and in front of the track, is the **Medical Centre**, fitted out with diagnostic, X-ray and medical emergency equipment, for the exclusive use of the Circuit's sports activities. This centre only operates during track activities, staffed by medical and paramedical personnel.

Across the paddock on the opposite side of the Medical Centre is an area for go-kart and mini-motorbike racing, managed entirely by an external company.

There is also a small children's play area, near the Medical Centre.

There are various car park areas for Circuit users, as well as large areas open to the public, with relative facilities.

## 1.6 Mugello Circuit - useful numbers

Switchboard	055.8499111
Security - porter's lodge	055.8499220
Business Office (Giuseppe Romano)	055.8499261
Commercial Office (Veronica Boni)	055.8499203
Sports' Office (Olga Cantini)	055.8499204
Sports' administration office (Carlotta Fioravanti)	055.8499213
Technical office (Alessandro Guidi)	055.8499212
General services office (Roberta Ferrari)	055.8499207
Administrative office (Valentina Baggiani)	055.8499208
Administrative office (Stefania Bellandi)	055.8499209
Technical services office (Ugo Ballini)	055.8499308
Press office (Maria Guidotti)	055.8499401
Race management (Antonio Canu)	055.8499232
Medical Centre	055.8499681

## 2. OBLIGATIONS, REQUIREMENTS and PROHIBITIONS

### 2.1 Obligations and general advice

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All those who make use of the Circuit, including Clients and Users, are required to abide by the following provisions and instructions:

- maintain a civil attitude and behave in a manner that does not pose a risk for other users (the public, visitors, workers, drivers, riders, etc.);
- do not take actions of your own initiative that may compromise your own safety or the safety of others;
- comply with applicable environmental and safety laws, as well as with all the instructions and procedures found in these Regulations and any other instructions provided or displayed from time to time; note that all the relevant documentation is available from Circuit Management;
- abide by requirements and instructions provided using specific signs or written notices or announced by means of loudspeakers, or disseminated by the staff or through any other means; note that announcements made over the loudspeaker and instructions given by staff prevail over other notices;
- be mindful of goods and equipment belonging to Mugello Circuit or to third parties;
- immediately inform Management of any shortage or failure pertaining to equipment and/or facilities, or any hazardous situation noted.

## 2.2 General prohibitions and prohibitions related to safety

The following prohibitions apply inside the Circuit:

- entering fenced areas or areas for which one is not authorised on the basis of the signs present; damaging flowerbeds, trees or cultivations of any kind is also forbidden;
- interfering with or in any way disturbing the proper running of the Event, with the penalty of immediate exclusion from the Circuit;
- using stakes, nails or dowels in all external areas and all areas of the paddock;
- attaching structures or various materials to doors, technical ducts, especially inside the pits, stairs, walls, etc.;
- smoking inside buildings and in common areas (restaurants, snack bars, offices, etc.), as well as inside the pits and in the pit lane;
- using the Mugello Circuit brand without prior authorisation;
- hunting of any kind is forbidden.

In addition, for safety purposes, the following are forbidden:

- smoking in external areas near flammable materials and in areas where signs specify that smoking is forbidden;
- using equipment and facilities that do not comply with applicable laws; not abiding by safety instructions and by the warnings provided by the manufacturer;
- using electric resistance heaters or other similar electrical appliances which do not conform to applicable regulations indoors (pits, Building, etc.);



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- discarding hazardous substances that may compromise the safety of and/or cause damage to people, objects or the environment; should such substances be discarded, the person responsible must provide for their removal, immediately informing the staff of the Circuit;
- introducing appliances that generate ionising radiation (radiogenic machines) or radioactive materials, including those contained in other appliances;
- using machines that can produce powders, chips or dangerous or bothersome emissions of any kind when in operation; these must be equipped with aspiration systems and specific filters to avoid dispersion into the environment;
- removing or making changes to safety devices or signs inside the Circuit;
- abandoning any special waste (such as wood or cardboard packaging, pallets, rugs, plastics, glues, tyres, batteries, etc.) and especially waste materials produced during setup; storing empty packaging or other material used for one's own activities beyond ordinary daily use (see chapter 8);
- discarding wastewater into the sewer system or into any gap other than the specifically marked outlets (see chapter 8);
- obstructing or hiding utility boxes and extensions to the facilities present in the Paddock or in any indoor/outdoor area, rendering them inaccessible;
- obstructing the use of firefighting equipment (hydrants, extinguishers, etc.);
- occupying shared outdoor areas that are reserved for traffic and conducting operations outside the designated area, the purpose being to avoid any form of interference with other activities nearby.

#### NAKED FLAMES, FLAMMABLE MATERIALS and HAZARDOUS SUBSTANCES

- It is forbidden to store and/or handle and/or use in any way naked flames and flammable materials inside the pits and pit lane, or in any other closed area, such as caustic or corrosive, toxic, poisonous substances, or irritants;
- It is forbidden to store fuel inside the pits, unless contained in car/motorbike fuel tanks.

#### COMPRESSED and LIQUEFIED GASES

- It is forbidden to use compressed or liquefied gas (even if inert) in any area or space; by way of exception, inert compressed gases (nitrogen, argon, CO<sub>2</sub>, etc.), may be used inside the pits, on condition that the cylinders are kept in an upright position, secured from falls, maintained at half of the maximum operating pressure, away from sources of heat, in a ventilated area;
- It is forbidden to take into and use inside the pits any fuel gas (LPG, methane, etc.).

#### GAS COOKING EQUIPMENT

- It is strictly forbidden to use gas cooking equipment (cookers/stoves) in indoor areas (pits, Building, etc.);
- In outdoor areas (Paddock), the installation of temporary gas cooking equipment is permitted during events or shows, on condition that the equipment conforms to UNI-CIG regulations and in particular to UNI-TR 11426:2011 "Use of LPG plants not supplied by a distribution network at temporary outdoor events" and to instructions in the Fire Brigade Communication of 12.3.14 (protocol 3794) on "Technical indications for fire prevention for mobile installations that use LPG to supply cooking equipment".

In particular, Attachment A of the above Fire Brigade communication contains indications for the "Installation and use of LPG cylinders to supply gas cooking equipment on board van stalls" (vehicles

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for the transport of people and objects, with gas supply or another source of energy, with relative facilities).

Attachment B of the same communication refers to UNI-TR 11426, as regards instead temporary installations, such as marquee kitchen areas.

- Specifically, the use of gas cooking equipment, if installed inside marquees, is permitted for a maximum thermal capacity of 35 kW. This figure may be obtained from the rating plates of equipment;
- Bans and obligations relative to the use of LPG cylinders:
  - ✓ it is forbidden to use or store more than 75 kg of LPG, for a single stall or van stall;
  - ✓ it is forbidden to use recharged cylinders;
  - ✓ cylinders that are not connected to the system (even if empty), must not be stored near to the space used;
  - ✓ cylinders must be kept in an area protected from possible impact or tampering;
  - ✓ cylinder taps must be kept closed when equipment is not in use.
- How to behave in the event of a gas leak:
 

If a gas leak is detected from the cylinder or valve, behave as follows, depending on the circumstance, avoiding all sources of ignition:

  - ✓ if the leak is not significant, avoid gas accumulating inside the area, and replace the cylinder, alerting the supplier;
  - ✓ in the event of a significant loss, carefully move the cylinder outside, away from people or buildings, taking care not to tilt or turn it upside down. Alert the supplier so it can replace the cylinder if necessary, and also alert the competent authorities, if required.
- How to behave in the event of fire:
  - ✓ if the gas leak from the cylinder catches fire, the leak must be quickly stopped, closing the valve. Protect your arm with a wet cloth;
  - ✓ if it is not possible to turn off the gas supply, avoid the cylinder overheating by spraying with water until the gas inside has been depleted;
  - ✓ in case of fire due to substances other than gas, with the cylinder at risk of overheating, move the cylinder away from the fire, or spray with water.
- If the cylinders are installed on moving vehicles, they must comply with section 717 of the regulation CEI 64-8 "Mobile and movable units".

### 3. ACCESS TO and CIRCULATION WITHIN THE CIRCUIT

#### 3.1 Means of access during the events and over the setup phases

- Clients and Users that access the circuit must comply with the indications in these Regulations, and with the instructions and times established by Mugello Circuit.
- Persons and vehicles will only be allowed to enter the Circuit if previously authorised.
- Tickets to the Circuit are personal, and may not be given to third parties, apart from cases envisaged by Mugello Circuit; tickets must be kept until the end of the Event.
- To access the Circuit, Security staff may request Clients and Users to show valid ID, to check their ticket matches.
- Children under the age of 14 are only allowed to enter if accompanied; minors are absolutely forbidden entry to the technical areas of the Paddock, except for authorised drivers/riders.
- The use of vehicles with engines is forbidden for anyone under the age of 16.

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- Dogs are only admitted if kept on a leash and in compliance with applicable laws; introducing dogs or other animals to the areas in front of the circuit is forbidden.
- The areas for assembling the structures are made available to the Client and those working for the Client from 8 am to 6 pm, unless otherwise indicated in the contract or in correspondence between the parties.
- The time frame for the assembly and disassembly phases is also provided in the contract that was signed by the Client and in any correspondence exchanged with third parties, appointed to manage the Event.
- When setting up the infrastructure, the Client must prepare safety signs and ensure they are observed by its own contractors and/or independent workers - as well as Users - and, in any case all persons operating on their behalf, in any form.
- Any requests to depart from times (to bring forward/postpone times), may be made to the Circuit's commercial and/or sports' office.
- Any authorisation for access after hours is issued at the sole discretion of these offices; relative remuneration, as reimbursement for expenses, will be paid at the end of the Event, unless otherwise indicated.
- In the event of unauthorised stay after closing hours, the Circuit will take any action it deems appropriate or necessary, including for safety considerations, on a case by case basis.
- In the event of failure to comply with the instructions above, Mugello Circuit will proceed as specified in chapter 12 "Sanctions and Penalties" and will revoke the authorisation for access.
- Note that accreditation for obtaining access permissions is authorised and guaranteed by Clients, who answer directly to the Purchaser, the organiser of the event.
- All personnel working for the Client and for companies that operate on the Client's behalf are required to exhibit their ID card, as required by Legislative Decree 81/08.

### 3.2 Advice pertaining to internal circulation

The "Highway Code" that applies in Italy is considered to be in force within the Circuit.

All persons driving vehicles and motorbikes who make use of the Circuit's internal roadways must maintain a moderate speed (maximum 30 km/h), except where indicated otherwise. The speed must be limited to 10 km/h within the Paddock. Drivers/riders must also drive carefully.

Mugello Circuit is not responsible for any damage to people or vehicles or to the goods of the Circuit or of third parties that may occur within the circuit.

Furthermore, vehicles are absolutely forbidden from parking in front of emergency exits, stairs and lifts, near junctions and driveways, or in areas in front of the pits or specific service areas, such as fuel distributors, or areas of public utility (Medical Centre, firefighting service, etc.).

For events with large numbers of people, during the assembly and disassembly phases and in light of the intensity of vehicular traffic in and around the Paddock area, drivers/riders are required to abide by the following instructions:

- strictly observe the routes and parking areas indicated (horizontal and vertical signs);
- only park for the amount of time necessary for the loading or unloading of goods.

### 3.3 Security and video surveillance service

#### Security

Mugello Circuit provides a daytime and night-time security service for the entire area.

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During Events open to the public, stewards will be in attendance, at the access points.

Security service personnel, with a permanent post at the main Circuit entrance (arch), are tasked with the following duties:

- checking access;
- checking compliance with the indications in these Regulations;
- carrying out random checks on vehicles and goods transported away from the Circuit, in conjunction with the police if necessary.

The presence of the security service does not mean that Mugello Circuit is liable for any theft of or damage to goods inside the Circuit.

In any event the Client will remain the sole custodian for his/her own area of action, as defined by the contract, for the related equipment and any other material therein, over the entire duration of the event (setup and disassembly phases included).

The Client may request an extension of the security service to particular areas or times, against payment, making the request to the MC sports' office during the contract phase.

#### Video surveillance

Mugello Circuit has a video surveillance system for the following purposes:

- the safety of people during events/shows;
- safeguarding MC assets (buildings, outdoor areas, etc.);
- safeguarding the Client's assets, during Events and the setup phases (also at night), and of the people working;
- preventing unauthorised access to technical areas or areas with a ban in place.

Data from video surveillance will only be processed for the purposes indicated above and in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679).

The presence of video surveillance equipment is duly indicated by specific signs.

Recorded images may not be viewed by third parties; in addition, images will be retained for 24 hours after they have been recorded; subsequently they are deleted, save for specific needs related to holidays or office closures, or specific investigation-based requests of the judicial authorities.

In the case of track incidents, Mugello Circuit may keep the part of the recording relative to the incident for a certain amount of time, in order to guarantee any future evidence requirements of MC and/or if a request is received from the police and/or judicial authorities.

The system containing the recordings may also be accessed by authorised persons and has suitable safety measures to safeguard the processing of recorded images.

### **3.1 Recording and filming**

During events and shows, Mugello Circuit will record and film. On these occasions, personal images of people who access the circuit may be filmed.

Activities to film personal images and/or take recordings are part of activities carried out within the circuit during events and shows and their purpose is to document these occasions and/or promote the activities carried out by Mugello Circuit through any physical, electronic and/or digital media, including publication on company social media channels.

As regards the publication of images in company and/or external journals, media and social media channels (of Mugello Circuit and/or its parent companies/subsidiaries) for promotional purposes, persons accessing the circuit will be previously informed that their personal image may be filmed during events/shows, so that they may decide whether or not to participate in the event/show.

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In fact, as the filming of images is part of events/shows, Mugello Circuit will not be able to deal with participants' refusal to have their data, including their personal image, processed.

In these cases, the data subject may opt to not participate in the event: participation in the event will mean that the person unequivocally consents to accept the processing indicated above.

## 4. USE OF THE TRACK AND BORDERING AREAS (Pit Lane, Pit Area)

### 4.1 Preamble

Use of the track and of any structures connected to use of the track is permitted solely for the time period and the hours granted by Management and by the commercial and/or sports office of the Circuit, in compliance with these Regulations and subject to the payment of a fee, which varies based on the type of event. Events may fall under various categories:

- ✓ competitive sports events (car/motorcycle races);
- ✓ technical sports events (practice sessions or tests);
- ✓ entertainment/amateur sports events or recreational activities;
- ✓ other types of events (non-sports events).

Use of the track is granted under 2 different formats:

- exclusive use, with the admission of vehicles of any type or category determined by the User or Client, except for limitations on the number and type of vehicles established from time to time by Management, and provided that these Regulations and any instructions imparted by the Circuit are observed;
- non-exclusive, with the admission of vehicles by one or more Users or Clients and with limitations as to the number, type and category established by Management, and in observance of these Regulations.

### 4.2 Number of vehicles permitted on the track

For sports' events (races or practice sessions), the maximum number of vehicles permitted on the track is indicated by FIA/ACI Sport regulations, while for motorcycle events, reference is made to FIM/FMI regulations.

For amateur events (private tests, free practice sessions, etc.) the maximum number of cars/motorcycles permitted on the track is established on a case by case basis by the commercial and/or sports office of the Circuit, based on track regulations, and formalised in the contract with the Client.

### 4.3 General regulations and obligations

- Access to the track is only granted following authorisation from Racing Management; the latter may, at its sole discretion and after pertinent verification, revoke the driver/rider's permission to enter the track.
- Access to the track is subject to the following provisions, depending on the type of activity:
  - ✓ for sports events (races/practice sessions): racers must be in possession of a competition licence, valid for the current year and suitable for driving the specific vehicle, issued by the relevant racing authority (FIM, FMI, FIA). Minors must possess a licence, issued by the relevant Federation.
  - ✓ for free practice sessions and tourism: drivers/riders must be adults and in possession of a valid licence. Minors must possess a special licence, issued by the relevant Federation.

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- Admission to the track is subject to the signing, by the applicant (company or driver/rider), of an appropriate declaration of acceptance of responsibility specifically for the use of the track and specifying the applicant's willingness to abide by these Regulations, along with the payment of a fee.
- In the case of drivers/riders under eighteen, the statement of responsibility is signed by persons with parental responsibility for/the guardian of the minor.
- The same documents, by which the applicant accepts responsibility, must be filled out and signed to receive authorisation for the use of the Paddock area opposite the track, as well as the internal roadways (valid for both companies and drivers/riders) and for the temporary parking of vehicles in the Circuit's external areas (only for companies).
- Racing Management is authorised to exclude any cars/motorbikes from track activities (except for races) for being excessively noisy, or not complying with the regulations and limits set by the Federation most closely associated with the vehicle.
- It is strictly forbidden to smoke, use naked flames or store flammable material (fuels) inside the pits and pit lane.
- The driver/rider of the vehicle must reimburse the Circuit and/or directly reimburse the damaged party for any damage inflicted on the track, facilities and equipment or third parties.
- Clothing, for races or technical practice sessions:
  - ✓ motorcycle riders must enter the track with a type-approved full-face helmet, full or two-piece leather suit (to check when entering the track), back protector, gloves and boots. The helmet structure must not be modified in any way (for example, cameras may not be fitted);
  - ✓ For cars, drivers are required to enter the track with a type-approved fireproof outfit and helmet.
 For free practice sessions and tourism:
  - ✓ motorcycle riders must enter the track with a type-approved full-face helmet, full or two-piece leather suit (to check when entering the track), back protector, gloves and boots. The helmet structure must not be modified in any way (for example, cameras may not be fitted);
  - ✓ Car drivers and any passengers are required to enter the track with a helmet and must fasten their seat belts.
- Racing Management may suspend track activities (races/practice sessions) at any time at its sole discretion, upon verifying that such action is necessary.
- Racers are required to comply scrupulously with the instructions/directives issued by Racing Management for access to the track and during the race/practice session; failure on the part of the racer to comply with the instructions received and/or the directives in these Regulations will result in expulsion from the track and/or from the Circuit.
- Each racer is required to behave appropriately and responsibly with regard to other racers when driving on the track.
- All spectators and other users of the Circuit are required to abide by the directives issued by Racing Management during the races/practice sessions or other events, as well as for access to the track.
- It is forbidden to obstruct transit routes, escape routes or access to firefighting and first aid equipment.
- It is forbidden to have or use instruments and other objects or materials, even if strictly personal, that may conflict with safety requirements to protect the Circuit's assets, including property.
- If, during the Event, Clients and/or Users and/or spectators and other users become aware of potential offences or a conduct that goes against common ethics, or hazardous situations, they must report said to the Security personnel present on site.

#### 4.4 Control of vehicle sound emissionson the track

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To guarantee compliance with the legal limits set by Local Acoustic Classification Plans and by specific regulations for circuits, cars/motorcycles will not be allowed onto the track unless they comply with the acoustic emission limits of the vehicle type approval or of the relative Sports Federation, for the relative category, measured according to national Sports Regulations.

The Circuit may carry out random checks on vehicles present, as indicated in the internal procedure of Mugello Circuit (**P-34**).

#### 4.5 Specific instructions

- Vehicles on the track must drive clockwise; driving in the opposite direction is absolutely forbidden, including for brief distances, except where different contractual arrangements have been made.
- Any dangerous manoeuvre for entering the track is forbidden, as are U-turns and driving in reverse.
- Bringing the vehicle to a halt on the track is forbidden; in the event that a mechanical failure causes the vehicle to slow down, it must be directed toward one of the entryways for the service road, which are marked by orange panels, and wait for assistance by the personnel entrusted with the task.
- Drivers/riders are not allowed to entrust their vehicle, for use on the track, to unauthorised persons, who have not signed the "Declaration of acceptance of responsibility".
- Using competition cars/motorcycles outside the pit and pit lane is strictly forbidden.
- Any form of speed racing or betting is forbidden.
- Repairs may not be carried out on the track or pit line, but must be carried out in the pit or paddock;
- Vehicles may not be refuelled on the track or in the pits, but only in the areas authorised by Racing Management.
- Access to the track by people following the vehicle is forbidden, except those transported in the vehicle.
- Passengers are only allowed in the vehicles during certain events and only with prior authorisation from Racing Management.
- Drivers/riders must note and respond to signals communicated with flags by Racing Management , and to the electronic signals situated along the track; for specifications, see information in the yearbooks of relative Federations.

## 5. SETUPS and TEMPORARY STRUCTURES

To participate in the various events and use the assigned areas, the Circuit establishes the following rules along with any rules shared through communications regarding the specific event.

Setting up the structures, the furnishings, the materials and the products displayed, along with the installation and use of the areas must be executed in compliance with applicable EU laws governing safety, prevention and protection against fires and injuries, and safeguarding the environment.

The Client is the sole party responsible for all structures and indemnifies the Circuit from any damage incurred by it and/or by third parties, due to unsuitable structures, or defective design and/or construction.

### 5.1 Document management for the assembly of temporary structures

The commercial office will send the following documents to the Client, attached to the contract:

- "General Regulations of the Circuit" (**R-01**);
- "Client Declaration" (**M-192**);
- "List of Setups" (**M-193 A**);

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- "Declaration of correct installation of temporary structures" (**M-194**).

In the case of structure setups, the Client shall send the Mugello Circuit general services office by email, at least 4 working days before the start of the setup, the following forms, filled in and signed:

- **M-192** (Declaration);
- **M-193 A** (List of Setups).

During the setup phase, and during disassembly after the event, a Mugello Circuit staff member will carry out specific controls, based on a check list (**M-193 B**), starting from the document received from the client with reference to the list of setups (**M-193 A**).

In particular, the staff member will indicate any nonconformities in the setup or in relation to indications in the Regulations and in contract agreements, as well as any requests for corrections.

Before the Event, and once setups have been completed, the Client must fill out the "Declaration of correct installation of temporary structures" (**M-194**), confirming that the required corrections have been made, and returning a signed copy by email to the general services office.

## 5.2 Rules to abide by during the setup phase and throughout the event

When setting up areas and during relative disassembly, as well as throughout the Event, the following rules must be observed:

- the structure must remain within the area assigned in the contract and marked using horizontal signs or through precise instructions received from an appointed staff member
- considering the short amount of time for the completion of the works, it is advisable to have the various parts of the structure arrive with the elements already prepared and finished, so that the setup phase is limited to assembly operations and final adjustments;
- do not conduct operations outside the assigned space, to avoid interfering with other activities or causing harm to other participants or any visitors present;
- ensure that transit areas, entryways and driveways are usable and free from obstruction at all times, to permit emergency use; when taking possession of the given area, the Client is required to view the location of the assigned spaces and have his/her staff see them as well;
- always be sure that any firefighting equipment is visible and accessible, to allow for immediate use in the event of an emergency. Note that to render firefighting equipment useless is a criminal offence pursuant to Article 451 of the Criminal Code; any non-compliance found will be reported to the competent authorities (see chapter 12 "Sanctions and Penalties");
- ensure that utility boxes and control devices of any kind, located within the assigned area, are accessible at all times;
- immediately remove packaging from transit routes, which may only be used temporarily to load/unload material for the setup. Such temporary use must, in any event, be executed in an orderly manner, keeping from completely obstructing the carriageway.
- do not abandon any waste material that results from set-up works (see chapter 8);
- at the end of every day for each assembly and disassembly phase, and in any event before leaving the assigned area, the Client must always disconnect the switches that are part of its own electrical system;
- the setup designs must consider that the structures will also be visible from above and that special care must also be taken for the fittings on top;



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- the installation of illuminated signs must be compliant with applicable laws governing electrical installations;
- every temporary structure installed must provide a suitable series of exit routes, ensuring an easy exit in the event of an emergency;
- any furnishings or walls that use full-height glass or mirrors must be properly marked and protected against impact; the properties of the glass and the installation system adopted must comply with applicable laws;
- in the event that the structure is larger than 100 square metres, it must be equipped with at least 2 openings to the outside on opposite sides (size: 1.20 x 2.10 metres); any doors installed must open outwards, and the exit routes and external exits must be marked with illuminated signs, which use an independent power source and remain visible in the event that the electrical system shuts down;
- all spaces used to set up the Event, including areas for offices, meeting rooms or stores must be accessible for any inspections by MC internal staff or the security service.

The following are also forbidden:

- carrying out direct connections for utilities (water, electricity, telephone, etc.), on own account or through third parties not authorised by MC);
- conducting any form of welding operation or using naked flames;
- placing conduits or cables for the distribution of technical services on the floor or suspending them at height by means of passageways;
- placing loads on existing structures and light poles, including lightweight loads (signs, cables, panels, banners, etc.);
- digging tracks or grooves in the floor in order to embed cables or tubing;
- spreading chemical products, solvents, etc. on the floor.

### 5.3 Requirements to be met by materials used for the structures

Any material used for the Client's structures (flooring, cladding, dividers, bases, platforms, fabrics, tents, rugs, etc.) unless non-combustible, must either be fireproof from the start or fireproofed, pursuant to the following laws:

- **Ministerial Decree 6.7.83** (Official Gazette no. 201 of 23.7.83) as amended (Ministerial Decree 28.8.84) "Rules for reaction to fire by structures and materials to be used in areas dedicated to performances";
- **Ministerial Decree 26.6.84** (Official Gazette no. 234 of 25.8.84) as amended (Ministerial Decree 10.3.05 and Ministerial Decree 25.10.07) "Classification of reactions to fire and type-approval of materials, for the prevention of fires";
- **Ministerial Decree 15.3.05** as amended (Ministerial Decree 16.2.09) "Requirements for the reaction to fire of products installed in areas subject to specific technical fire prevention requisites, on the basis of the European system of classification";
- **UNI-EN 13501-1:2009** "European Classification of reaction to fire for products used in construction".

Specifically, said materials must meet the following requirements:

- type-approval by class on the basis of reaction to fire, pursuant to Ministerial Decree 26.6.84 as amended; every material must be accompanied by an appropriate Type-Approval Certificate, issued by the Ministry of the Interior or by legally recognised laboratories, as well as documentation demonstrating purchase of the material; the use of any material that is not accompanied by a proper certificate is therefore forbidden;

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- on the basis of how they are used, materials must fall under the following classes of reaction to fire, pursuant to Italian legislation (Ministerial Decree 26.6.84 as amended and Ministerial Decree 6.7.83 for areas dedicated to performances) and European legislation (UNI-EN 13501-1); Ministerial Decree 15.3.05 as amended compares the Italian classes to the European system thereby permitting the application of the regulation that requires a reaction that is:
  - ✓ **class 1** (combustible and not flammable) - European equivalent **classes A2-B**: walls, ceilings and suspended ceilings, tents, platform cladding, etc.
  - ✓ **class 2** (combustible and poorly flammable) – European equivalent **class C**: flooring
- all the material installed along exit routes (halls, lobbies, vestibules) must be **class 1**, pursuant to Article 4 of Ministerial Decree 15.3.05 – European equivalent **classes A2-B** (depending on whether it is part of the floor, wall or ceiling); the specific regulation for areas dedicated to performances states that areas used as exit routes must employ class 1 materials for 50% of the total surface and class 0 for the remainder;
- the application of the materials must be strictly compliant with the prescriptions found in the Type-Approval Certificate;
- products flame-proofed from the start, accompanied by proper certification, must be used exclusively on the materials referred to in the Type-Approval Certificates;
- materials that are fireproof from the start must be treated with flame retardants before being brought into the Circuit and must be accompanied by a regular certificate, which lists the materials that have received flame retardant treatment, the date of the treatment, the surface treated, the key properties of the product used and personal information for the individual who executed the treatment;
- use of plastics that are not flame-proof from the start, reed mats, cloth mats, products made of cardboard, tents consisting of wood slats (similar to Venetian blinds) or analogous materials is forbidden since these cannot be fireproofed.

#### 5.4 Disassembling the structures and handing over the area

Here is a list of instructions that must be abided by:

- disassembling the temporary structures either partially or totally is not permitted before the end of the event; only after the event has ended, on the basis of the schedule communicated by the Circuit, may the disassembly of the structures begin;
- the areas used must be restored to the same condition in which they were received;
- all disassembly operations must preserve the integrity of the temporary technical attachments (water supply, wastewater outlet, etc.) and electrical systems and appliances made available;
- the complete removal of all materials used (structures, false ceilings, floor cladding, etc.) is mandatory as is the disposal/recycling of said materials (see chapter 7 "Waste Disposal");
- at the established deadline, any material still present in the area will automatically be removed and stored by the Circuit and any resulting risks and fees will be charged to the Client, who accepts these as of now; one month after the deadline established for disassembly, the Circuit reserves the right to dispose of any unretrieved material and withhold any expenses incurred.
- any damage unequivocally attributed to the Client will be charged to the Client.

#### 5.5 Inflatable structures

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Inflatable structures (balloons, tunnels, play equipment) or similar may only be used if bearing the CE mark and with a certificate of conformity, according to applicable regulations (UNI 10316:1994 and UNI 14960:2019 "Inflatable play equipment"), and, if requested, as in the case of inflatable play equipment, with the rating plate and user and maintenance manual.

As regards reaction to fire (coverings, paints, etc.), materials shall comply with applicable regulations (UNI 9177 as amended).

## 6. OBLIGATIONS relative to TRACK SIDE EVENTS

### 6.1 Public performances

In the case of events classified as a Public Performance and Entertainment, regulated by the Consolidated Public Safety Act (T.U.L.P.S.) Royal Decree 773 of 18.6.31, and in particular by Articles 68-69 and the implementing Regulation (Royal Decree 635 of 6.5.40 as amended), the Client/Organiser must apply to the Municipality of Scarperia e San Piero for a SCIA (Certified Notification of the Start of the Event) or for Authorisation, depending on the type, duration and expected number of participants.

Specifically, the application must be made to the SUAP (Production Activities Service) of the Mugello Mountain Union of Municipalities, via the STAR portal, before the event takes place; for details of times, contact the relevant offices of the Municipality/SUAP.

For **temporary events**, of a limited duration, the procedure is as follows:

1. Events with a capacity of up to 200 people, that end within 24 hours from starting: an application is made for a **SCIA** (activity code 90.04.04R9), before the start of the event, also submitting requested documentation; the application is processed by the Municipality, as prior authorisation is not issued for the SCIA, which instead has immediate effect.

The following documentation must be submitted:

- ✓ the SCIA form (which can be downloaded from the site of the Municipality of Scarperia e San Piero);
- ✓ the technical/descriptive report of the event, signed by the qualified technician, indicating: the type of risk based on the event, controls of maximum crowding based on the surface area, controls of capacity based on toilet facilities, fire fighting equipment used, analysis of suspended loads, etc. This report replaces the inspection of the Provincial Safety Service for Public Performances;
- ✓ a report on safety and security measures adopted for the event (based on the Gabrielli Circular of 7.6.17 as amended and the Directive of 18.7.18), if relevant;
- ✓ a layout of the area/spaces where the event will take place, indicating escape routes and the location and number of toilet facilities;
- ✓ a health emergency plan, approved by the emergency services (in the case of medium/high-risk events), or previously notified to the emergency services (in the case of low-risk events);

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- ✓ a statement of conformity of electrical systems installed, signed by a qualified technician;
  - ✓ a statement of the correct assembly and testing of structures (if present);
  - ✓ certification of the reaction to fire of materials used (if applicable).
2. Events with a capacity of up to 200 people, that end after 24 hours from starting: an application for **AUTHORISATION**, made at least 15 days before the event, and submitted with requested documentation (see previous point); the application is always processed by the Municipality.
  3. Events with a capacity of more than 200 people: an application for **AUTHORISATION** (activity code 90.04.04R9), made at least 30 days before the event, and submitted with requested documentation; the application is processed by the Provincial Safety Service for Public Performances and, unlike the SCIA (case 1), specific authorisation to carry out the activity is issued.

The following documentation must be submitted:

- ✓ the AUTHORISATION form (which can be downloaded from the site of the Municipality of Scarperia e San Piero);
- ✓ the technical/descriptive report of the event, signed by the qualified technician, indicating: the type of risk based on the event, controls of maximum crowding based on the surface area, controls of capacity based on toilet facilities, fire fighting equipment, analysis of suspended loads, etc.;
- ✓ a report on safety and security measures adopted for the event (based on the Gabrielli Circular of 7.6.17 as amended and the Directive of 18.7.18);
- ✓ a layout of the area/spaces where the event will take place, indicating escape routes and the location and number of toilet facilities;
- ✓ a health emergency plan, approved by the emergency services (in the case of medium/high-risk events), or previously notified to the emergency services (in the case of low-risk events)
- ✓ Documentation for the review of fitness for purpose/feasibility by the Provincial Safety Service for Public Performances (see the indications on the site of the Prefecture of Florence).

No later than 2 days before the event takes place, the Client/Organiser must also send the following documents, according to the same procedures indicated above:

- ✓ a statement of conformity of electrical systems installed, signed by a qualified technician;
- ✓ a statement of the correct assembly and testing of all structures and controls of suspended loads.

## 6.2 Catering (sale of food and beverages)

During Public Performance events or other track side events, food and beverages may be served. This activity must be temporary, i.e. of a limited duration and restricted to the event spaces/areas, pursuant to Article 45 of the Tuscany Regional Law 28/2005 and Municipality Regulation, and must not be the sole purpose of the event.

In these cases, in the event of a SCIA for a temporary Public Performance, the Client must request the activation of the activity at the same time, as indicated in the related procedure (endopr. ASL 90). In the case of AUTHORISATION (> 200 people), a specific SCIA for a temporary activity must be presented, in a separate application (activity code 56.401R), including hygiene notification pursuant to Regulation (EC) No 852/2004 (endoproced. ASL 90).

If the Customer uses a catering service, it is responsible for the authorisations the catering company must have, in accordance with law, to provide the service.

## 6.3 Sound emissions

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In the case of a Public Performance or other track side events (such as parties with dance music, music events with sound amplification or firework displays), the Client must carry out an acoustic impact assessment, drafted by a competent technician, in order to guarantee compliance with the regulatory limits indicated in the Acoustic Classification Plans of municipalities involved (Scarperia e San Piero and Borgo San Lorenzo).

If, based on this assessment, the limits indicated for local zoning are not exceeded, it is sufficient to send "Notification" (endoproced. AD COM 02).

If instead the assessment identifies that limits may be exceeded, authorisation must be requested from the relevant municipality.

Specifically, if a Public Performance application is being made, the above application for "Authorisation for temporary noisy activities" can be included in the related procedure (endoproced. AD COM 03).

As regards the times and other operating procedures, the environment office of the municipalities concerned, or SUAP of the Mugello Mountain Union of Municipalities may be contacted.

#### **6.4 Bingo and lotteries**

This type of event may only be held by non-profit, charity, cultural, recreational or sporting organisations or associations, after notifying the Prefect of Florence and Mayor of the Municipality of Scarperia e San Piero, and after requesting authorisation to hold the event from the State Monopoly District Inspectorate of Florence, pursuant to Article 39(13)q of Law 326/2003, for which tacit consent is given.

The application must be sent according to the same procedures for obligations in previous paragraphs.

#### **6.5 Use of drones**

Mugello Circuit may allow, at its discretion, the use of remotely piloted aircraft, for any reason whatsoever (sporting, recreational, filming or other), on the sole condition that all indications in the "Regulations for Remotely Piloted Aircraft" edition 3, of 11.11.19, currently in effect, as amended, as well as the provisions in the GDPR, are met.

In particular, persons using a drone shall have a specific pilot's licence, issued by the Italian Civil Aviation Authority, ENAC.

In any case, the use of this equipment is forbidden during track activities (car/motorcycle races or practice sessions) and above areas where the public is present.

## **7. PROVISIONS for FIRE PREVENTION, OCCUPATIONAL HEALTH AND SAFETY**

Clients, and anyone working on their behalf, are required to comply with the accident prevention regulations in force in accordance with Italian law and in particular with the provisions of Legislative Decree 81/08 (Consolidated Law on Safety at Work).

The Client accepts responsibility for any detriment to people and/or things within the circuit resulting from failure to comply with said regulations by anyone and by any means related to activities carried out on the Client's behalf or in the Client's interests.

Furthermore, the Client undertakes to reimburse any resulting damage inflicted directly or on third parties, indemnifying Mugello Circuit from any and all responsibility or liability; as far as relevant, please refer to Chapter 11 of these Regulations.

### **7.1 Fire prevention**

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In order to comply with the fire prevention regulations in force, the Client is required to install an adequate number of portable fire extinguishers in the spaces it has set up, suitable for their characteristics and positioned in a clearly visible, accessible and suitably marked manner.

Every Client must verify that its own personnel know how to use the fire extinguishers correctly; furthermore, positioning the extinguishers in the reserved area is the Client's responsibility.

In the areas inside the building, there are an adequate number of fire extinguishers, whose positioning cannot be modified by personnel who are not employees on staff at the Circuit.

The Client must also comply with any additional provision deemed necessary by the Provincial Surveillance Commission and the Local Fire Brigade and properly announced, including shortly before or even during the event.

## **7.2 Safety and hygiene at work (Legislative Decree 81-08 and the so-called "Decreto Palchi" or "Decree on Stages")**

Pursuant to Legislative Decree 81/08, concerning health and safety in the workplace, from the moment when the Client enters into a contract with MC for the temporary acquisition of an area to be used for its assembly, the Client becomes the sole entity responsible for the safety requirements related to any activities conducted within that area. The Client is responsible both to the persons executing said activities and to any third parties present for any reason.

Should said assembly activities not be executed by the Client itself, it shall be responsible for informing and requiring the companies it appoints to carry out all operations in compliance with the applicable laws.

Should any person working within the Circuit or for the surveillance service encounter violations to the aforementioned provisions, endangering or compromising the health and safety of the people present, they may impede the dangerous behaviour, including by means of removing the interested party.

If the conditions are met, due to the nature and size of the installations, the rules must be observed concerning temporary or mobile construction sites, in accordance with Title IV of Legislative Decree 81/08, and, if except, as relevant, those contained in the Decree on Stages (Ministerial Decree 22.7.14) and subsequent amendments and additions; it should be noted that the latter, implementing paragraph 2 bis, Article 88 of Legislative Decree 81-08 (added by Law 98/2013, known as the "Decreto del Fare" or "Action Decree"), has extended the rules of Title IV, relating to construction sites, also to trade fairs.

If instead the conditions in Article 26 of Legislative Decree 81/08, concerning contracts apply, the Client must comply with the applicable requirements (DUVRI), and ensure the compliance of the Client's contractors.

The Circuit may request pertinent documentation with regard to the aforementioned requirements for either scenario (worksites or contracts), to be borne by the Client, which assumes the role of contract client.

## **8. PROVISIONS FOR DISPOSING OF WASTE and DISPOSING OF WASTEWATER**

### **8.1 Disposing of waste**

The Client, and anyone who carries out an activity on its behalf, is responsible for the storage, collection, transport and disposal of the waste it has produced; these operations must be carried out in compliance with Legislative Decree 152-06 and subsequent additions and amendments.

The uncontrolled storage of waste is absolutely forbidden and is a criminally punishable offence.

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In the event that the internal staff of the Circuit find a risky situation, or in any case against the provisions of these Regulations, they shall report it to the competent authorities.

Specifically, a system for the collection of sorted waste is present within the Circuit that only applies to WASTE ANALOGOUS to URBAN WASTE. Such waste must be placed in the appropriate containers located in the Paddock and in the other external areas of the track, as well as inside the Building.

To that end, it is recommended, especially during the assembly and disassembly phases, that clients, and companies carrying out activities on their behalf, ensure proper waste disposal, paying particular attention to separate waste collection.

The following are analogous to urban waste:

- ✓ unsorted waste;
- ✓ organic matter and cooking oil and fat;
- ✓ paper and cardboard packaging (including loose material);
- ✓ plastic packaging;
- ✓ mixed packaging material (non-contaminating) and paper and plastic packaging
- ✓ alkaline batteries.

Regarding SPECIAL WASTE, whether hazardous or not, Clients must provide for disposal autonomously in compliance with applicable laws and paying any expenses themselves.

In the event that the Client should leave such waste in the area assigned to the Client in the Paddock, the waste will be disposed of by the Circuit and the costs will be charged to the Client (see Chapter 12 of these Regulations). Said costs are calculated by the company charged with collecting waste at the end of every day/event.

The special waste that is generally produced by Clients, by way of non-exhaustive example, is as follows:

- ✓ carpet and fabric;
- ✓ empty drums with petrol/oil residues (hazardous);
- ✓ end-of-life tyres;
- ✓ lead batteries;
- ✓ broken electrical appliances, both hazardous and non-hazardous (refrigerators, TV sets, PCs, cooking appliances, heaters)
- ✓ paints and glues.

It is specified that the used oils must be delivered in the appropriate drums, equipped with a spill tank, placed outside the pits (Paddock side).

## 8.2 Disposing of wastewater into the sewer system

The Circuit only has civil wastewater drains, which flow into the municipal sewer system.

Therefore only civil wastewater may be drained off.

Any wastewater must be directed exclusively to the wells made available; It is absolutely forbidden to dispose of any kind of chemical or organic substance in rainwater collection pits.

## 9. PROVISIONS for ELECTRICITY, WATER and OTHER UTILITIES

### 9.1 Electricity supply

#### Features of the mains and electrical power

The Circuit makes available to its Clients and Users of temporary electrical energy, available through fixed columns, present in the Paddock forecourts.

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The electrical energy supply, which has the same characteristics with which it is supplied by the supplying body, takes place through TN-S system, with three-phase distribution at nominal voltage 400 V or single-phase distribution at 230 V.

Each user column, which supplies not only electricity but also water, is equipped with 16/32 A CEE type sockets, protected by a differential magnetothermal switch and inserted in the appropriate columns.

The minimum electric power installed is included in the cost of participation, per the contract; should the Client need more power a specific request must be submitted to the MC, at the same time as the signing of the contract or, in exceptional cases, subsequently but providing notice a certain amount of time prior to the date of the Event. The increase in electrical power will be subject to an additional fee and will only be activated if compatible with the infrastructure present.

#### Installation and attachment to the electrical system

The electrical system set up downstream of the utility provided by the Circuit is entirely the Client's responsibility and must be "state of the art" in compliance with applicable laws and especially with Ministerial Decree 37-08 and CEI regulations.

The installation must be completed without causing damage, disturbance or impediment of any kind to the other Clients nearby.

Non-Italian companies, registered with a professional order in an EU Member State, who provide installation services must possess a licence to practice the profession, as required by equivalent laws in the company's own country of origin.

With regard to companies that are not based in the EU, the safety standards for setting up electrical systems are not comparable to Italian or European standards; therefore, certifications are exclusively accepted if provided by Italian companies registered with the Chamber of Commerce, pursuant to Article 3 of Ministerial Decree 37-08.

The Circuit reserves the right to verify that the electrical system meets legal requirements and, in the event of non-compliance, to not provide attachment to the mains.

With regard to the above, the Client remains, in any event, wholly responsible for his/her own systems.

The Client is also required to personally verify the mains voltage at the moment when his/her system and his/her devices are attached to the mains, indemnifying the Circuit from any and all responsibility for damage that may result to people or things.

In any event, all electrical devices must be properly grounded.

In the event that electrical engines are present, which may pose a hazard when in use, omni-polar cut-off devices must be installed nearby, pursuant to CEI-EN 60204-1.

The power points must be easy to access and inspect, to allow verification and attachment by appointed staff persons, as well as to permit any maintenance work.

## **9.2 Water supply**

The Paddock forecourts are equipped with user columns, as indicated in the previous paragraph, which supply water, at a maximum pressure of 3 bar, for hygienic-sanitary use and drinking water; the forecourts are also equipped with a drainage system.

Said service is included in the cost of participation, per the contract.

A specific water supply request may be submitted, which will be evaluated and priced on a case by case basis.

The Client indemnifies the Circuit from any and all responsibility for damages that may result to people or things, due to tampering or improper use of the facilities.



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### 9.3 Compressed air system

Only the pits, on the ground floor of the Building, are served by a centralised compressed area system, with relative distribution network that delivers compressed air at 8 bar.

Devices connected to the system must be perfectly functional;

the Client remains responsible for any damage that may result from malfunctioning devices.

### 9.4 Fuel supply and storage

Inside the Circuit there is a self-service fuel station located in the North Paddock.

#### Temporary distributors (tankers or approved vehicles)

On the occasion of special sporting events, if it is necessary for the Client and/or the User to have special fuels, for technical-sporting needs, temporary refuelling points are provided, so that the Client and/or the User can draw gradually from its reserve.

Refuelling may only be carried out by ADR (road transport of dangerous goods) approved type tankers, or sealed drums which are transported on suitable vehicles, under the following conditions:

- refuelling operations may only be carried out by personnel trained for the purpose;
- the area in the vicinity of tanker trucks, or other approved vehicles, must always be manned; during the runway activity, there are the personnel who carry out the control of the track as "Race Marshals" (1 for each single pump) and 1 fire-fighting crew (2 employees);
- if more than one vehicle (tanker trucks or other vehicles) are foreseen, it is necessary to schedule their arrival in deferred time (maximum 1 vehicle in the Parc Fermé);
- refuelling by tanker truck can be dispensed through UN-approved containers, or distribution system with single-use dispensers; Gravity transfer is prohibited;
- the area that can be used for this service is identified exclusively in the Parc Fermé, as an open air area, close to the track and the Paddock of the Medical Centre, as well as a fenced area forbidden to strangers and far from buildings or other areas at risk, and with exclusive entrance;
- during the presence of the vehicles used for temporary refuelling, the areas adjacent to the Parc Fermé and its entrance corridor must be left free of all means; in the case of Events that require the presence of cars and personnel also in the Paddock of the Medical Centre, therefore near the Parc Fermé, Clients and/or Users must take care to occupy only the spaces indicated by the horizontal signs, keeping a distance of at least 10 meters from the entrance corridor to the area;
- the preparations to be set up in the refuelling area (Parc Fermé) are as follows:
  - ✓ a fence additional to the one already present, made of wire mesh, 2 m high, which surrounds the vehicle on all sides at least 5 metres away, equipped with a padlocked gate;
  - ✓ the area inside the fence must be completely clear;
  - ✓ presence of 2 portable fire extinguishers and 1 mobile truck, near the entrance gate;
  - ✓ display on the fence of fixed and clearly visible signs, indicating the prohibition of approach to the area by strangers, prohibition of open flames and smoking.

The following recommendations are also recalled:

- The storage of petrol drums inside or near the pits is strictly forbidden; refuelling must be carried out in accordance with the standards indicated in the relevant technical sporting regulations (in the absence of electric pumps, use of non-sparking tools, etc.).

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- the fuel containers, used by the teams in the pits and in the paddock, must be of the UN approved type and kept closed with the caps provided;
- handling of the fuel shall take place in suitable spaces, keeping a distance of at least 5 metres from naked flames, welding equipment or anything else which may be a source of ignition.

### 9.5 Wi-Fi service

The areas of the Circuit covered by 2.4 GHz and 5 GHz Wi-Fi network are only the building, pit, paddock and central grandstand.

It is possible that the signal level may not be guaranteed under particular conditions or may differ depending on the area, due to obstacles of any temporary structures or the concurrence of personal Hot-Spots.

The Wi-Fi network is free and accessible by registering and entering the relevant credentials.

## 10. MOVEMENT of MATERIALS and PACKAGING and OTHER SERVICES

### 10.1 Internal movement of merchandise

For the handling operations of materials, goods or packaging, inside the Circuit, Clients and Users must be autonomous as regards personnel and equipment (forklifts, cranes, AWP, etc.).

In the event that the Client and/or User should need to use work equipment, they can make a specific request to the technical office of Mugello Circuit, which rents the required means or equipment in his name and on behalf of the Client and/or User.

It is specified that use of equipment and vehicles owned by the Circuit is not permissible in any way.

### 10.2 Restoration and catering

The distribution of foods and/or drinks, even if free of charge, is not permitted in the assigned area.

A paid self-service food distribution service is available inside the Building.

Should the Client plan to use a catering service within its own area, it must submit a specific request to the company that holds exclusive rights for the circuit; for other specifications regarding the requirements relating to the administration activity, please refer to paragraph 6.2 of these Regulations.

### 10.3 Broadcasting sounds and projecting images

The broadcasting of sounds and announcements in any form, the use of audiovisual, radio and/or TV devices and the projection of films or slides within the assigned area is permitted, except where there's an express prohibition otherwise.

The volume of the devices must be kept below 65 dB at the outer perimeter of the Client's designated area and must in any event not create a disturbance for those nearby; in the event that there are any complaints or reports, the Circuit personnel may in any event order the system to be shut down.

Any material reproduced must be part of the repertoire governed by the SIAE; if this condition is not met, the Client must request specific authorisation beforehand.

## 11. SUSTAINABILITY OF EVENTS

In line with the certification obtained by Mugello Circuit, in August 2020, pursuant to ISO 20121 on Sustainable Event Management", and the ambitious sustainability objectives that Mugello Circuit has set,

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event organisers, as well as teams and all operators working on their behalf, must observe the following recommendations, divided by area, to improve the environmental and social impact of events.

#### Waste management

- Ensure and encourage sorted waste collection during the event and monitor the effectiveness;
- Ensure that food waste is thrown in the dedicated bin and/or organise the collection of unused food to donate to non-profit organisations present in loco;
- Display signs during the event encouraging re-use and recycling strategies;
- Monitor guest attendance, to ensure an adequate offering, avoiding waste;
  
- Reduce the quantity of printed promotional material, or find alternative digital solutions;
- Reduce or avoid, where possible, leafleting during the event;
- Encourage event planning, using hired or shared equipment;
- Make mindful purchasing decisions - source and give priority to supplies and equipment that use recycled materials and/or that may be re-used at the end of their life;
- Reduce the use of packaging materials or, where possible, re-use or recycle them;
- Ensure that non-toxic, biologically certified and environmentally friendly cleaning detergents are used;

#### Use of electricity and water

- Ensure that electricity generator suppliers use modern, fuel-saving units, that respect the environment (which run on bio diesel, glycerin, hydrogen, etc.);
- Ensure that all energy-intensive equipment is turned off when not in use and during the night when not strictly necessary;
- Use LED lighting to reduce consumption;
- Ensure that technical suppliers use modern, high-energy efficiency technology;
- Avoid an excess use and waste of water (for example washing vehicles and parts of them, in the kitchen and washrooms);
- Use "waterless" cleaning products.

#### Impact on mobility

- To reach the event venue, use public transport if possible, or arrive on foot or by bicycle or segways, or opt for car sharing;
- Organise a "car pooling" or "car sharing" service for staff, including guests and spectators;
- Organise a shuttle service, to and from the event, at the point closes to public transport and/or the car park and/or accommodation;
- Inform guests and spectators about the availability of public transport/shuttle services for the event and/or send this information when tickets are purchased;
- Organise a dedicated parking area for bicycles, segways and scooters;
- Use electric engine or hybrid vehicles;
- In general, reduce the number of vehicles used to transport materials and equipment, optimising logistics and reducing emissions; avoid using lorries which are not fully loaded.

#### Catering service

- Opt for glasses and cutlery that can be washed and re-used;
- Position water dispensers to avoid or reduce the use of plastic water bottles;
- Avoid disposable items, as far as possible; if necessary, use compostable, certified material;

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- Offer fresh, local and seasonal organic foods;
- Keep food containing animal products to a minimum, and offer vegetarian or vegan options;
- Offer alternatives to cater for guests with food intolerances, or ethical and religious-related food preferences;
- Minimise food waste, planning as far as possible amounts of foodstuffs to use, based on the number of guests.

#### Hospitality area and motor homes

- Make sure the hospitality area is easy to access, also for individuals with disabilities;
- Make sure the hospitality area makes extensive use of natural resources, for example natural light, recycling rainwater and outdoor ventilation;
- Make sure the hospitality area has an air conditioning and heating system that can be controlled in each room, and reduces "downtimes".

#### Sustainable services and products

- Define and implement as far as possible environmental, social and ethical sustainability criteria for the purchase of products, materials and services for the event;
- Involve main suppliers and make them aware of sustainability and sustainable development;
- Ask suppliers to provide and share their environmental certification, and sustainability policies and practices and any programme improvements;

#### Accessibility and inclusivity

- Consider designing the hospitality area without architectural barriers and mark out the route to reach it, to facilitate access for persons with disabilities;
- Guarantee the inclusion of everyone and facilitate the access of people with disabilities to your initiatives.
- If possible, involve the local community and support the initiatives of non-profit organisations.

## **12. DAMAGES and INSURANCE POLICIES**

The Client/User must have an "All Risk" insurance policy in relation to the Events/Shows with a clause of waiver of recourse against third parties, including Mugello Circuit.

The Circuit does not provide any insurance coverage for Events/Shows organised by third parties.

In the event of damages, the Client/User is required to visit Circuit Management or the entryway to the track (red helmet).

In the event of the theft or loss of their effects, the Client/User must also report it to the Public Safety Authorities or the Carabinieri.

## **13. SANCTIONS and PENALTIES**

The Client and any companies conducting assembly operations on the Client's behalf, as well as the Users, are required to comply with the provisions found in these Regulations and will be held accountable in the event of non-compliance.

Any failure to comply with the provisions of these Regulations and the violation of the prohibitions provided for therein shall entitle the Circuit to stop the transgressive behaviour, to request compensation for damages and, in the case of Clients, to activate the penalties provided for in the contract.

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Below are the main prohibitions and non-compliances:

- No smoking is permitted
- Non-compliance with traffic and parking regulations
  - ✓ In the event of any breach of the rules of the Highway Code inside the Circuit, as well as in case of non-compliance with the instructions given by the internal staff, Mugello Circuit may withdraw the personal pass and car pass from the person who has committed the breach.
  - ✓ In the case of vehicles parked in a forbidden area, Mugello Circuit may remove such vehicles with its tow truck, charging owners the cost.
- Prohibition against the use of stakes or any other fastening system
- Placement of stickers is prohibited
- Obstruction of hydrants, fire extinguishers and utility boxes
  - ✓ MC will immediately remove or modify any structures that obstruct emergency firefighting equipment or impede access to the utility boxes/connections present in the area, charging the cost to the Client and/or the User. While waiting for adjustments to be made, the Circuit may disconnect the power supply to the area.
- Abandonment of special waste
  - ✓ In the event that special waste is abandoned in the Paddock or in other outdoor areas, its disposal must be performed by an internal Mugello Circuit staff person using the monthly report sheet (M-165). The disposal of said waste shall be handled and paid for by Mugello Circuit, which will then charge the related costs to the Client and/or User, on the basis of a specific price list.

## 14. PROVISIONS FOR FIRE EMERGENCY, EVACUATION and FIRST AID

Mugello Circuit, which is a company certified according to UNI ISO 14001:2015 and EMAS Regulations, as well as OHSAS 18001 and UNI EN ISO 9001:2015, has prepared 2 different emergency plans, considering the multifaceted reality, especially as a type of people present, depending on the events/shows.

The above mentioned Emergency Plans, which are an integral part of the Integrated Management System of Mugello Circuit, are distinguished by workers (IOP-07) and attendees (IOP-08).

Here is an excerpt from the **Emergency Plan for Attendees**, to inform Clients (and those working on their behalf) and Users of the instructions to follow in case of emergency.

It is also specified that anyone who enters the Circuit (Client, Fitter, User, etc.) is required to comply with the laws relating to Public Safety.

### 14.1 FIRE and EVACUATION EMERGENCY PLAN

The Fire and Evacuation Emergency Plan (hereinafter referred to simply as the Plan), aims to make known to all Circuit visitors the behaviour to adopt in emergency situations (fire, explosions, earthquakes and natural disasters), as well as the prevention and protection measures taken.

The main objectives are, first and foremost, the safeguarding and evacuation of people, followed by restoring safety to the facilities and protecting goods and equipment.

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The Plan concerns all people, defined as “visitors” who may be inside the Circuit, during sporting activities or activities related to other events which concern external persons, or in the absence of such activities, but where external contractors are present.

In particular, visitors include:

- suppliers/contractors, including particular categories such as route officials (CdP) or medical staff and fire officers;
- clients of the Circuit (organisers and/or attendees of events), and related contractors;
- visitors in general.

The Plan is for all circuit visitors, excluding the public, for whom a specific Emergency Plan is provided, which is covered in the Public Performance Application.

The case history of possible situations is as follows:

- in the case of Public Performance events, which require the presence of the GOS (Security Operating Group), emergency coordination is managed exclusively by Public Safety operators (Fire Brigade, Police, Carabinieri, Civil Protection);
- in the case of track activities (no Public Performance):
  - ✓ any emergency off the track is managed not only by the internal emergency team of the Circuit, but also by external fire officers, as well as external medical officers, operating in the Paddock, track and public areas;
  - ✓ in the event of an emergency on or near the track, during races and motorsport events, the interventions, both fire and first aid, are guaranteed by special personnel, to whom the internal staff of the Circuit merely provides them with assistance.

It is important for all individuals to know this Emergency Management Plan and abide by the procedures indicated, without interfering with the officers or external emergency responders (Fire Brigade, ambulances, etc.), but being ready to coordinate with them, only if asked to do so.

Furthermore, the emergency floor plans on display in various areas of the Building and pits, as applicable, must be known and people need to know how to reach the nearest meeting point, if necessary.

#### Fire prevention provisions

While the Fire Brigade will be in service at events or shows of a certain importance (with the public present), the following fire prevention provisions are adopted on all other occasions:

- fire load limitation by using materials with a reaction to fire class 1 or less or classified as non-combustible;
- coverage of all areas where participants may be present, with portable powder and/or CO<sub>2</sub> fire extinguishers, and trolley-mounted powder extinguishers;
- presence of a firefighting water system in the building and pits;
- presence of an internal fire fighting team.

Any alarm messages will be transmitted from the messaging system serving the Paddock; the functioning of this alarm system is guaranteed for at least 30 minutes in the event of power failure.

The evacuation routes are identified by signs and with the help of security staff.

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### Prohibitions and prohibited conduct

- ✓ Remaining in and sitting on the access and escape routes and on any other transit area used for emergency exits.
- ✓ Damaging or tampering with facilities, infrastructure and services in any way.
- ✓ Climbing balustrades, parapets and other structures not intended for people.
- ✓ Behaving in a way that can cause hazardous situations, jeopardising the safety of any person, or that is not in the interests of public order.
- ✓ Displaying material that obstructs or interferes with emergency signage or otherwise obstructs escape routes to exits.
- ✓ Aggressive acts against control staff.

### Electrical systems

The Mugello International Circuit has an electrical system connected with the national grid, built in compliance with the technical standards in force for electrical systems and corresponds to the requirements specified in Ministerial Decree 37/2008.

The electrical panels contain all the protection and disconnection devices for lighting circuits, emergency lighting and motive power in general.

The system is equipped with a device for the general disconnection of electricity.

The ordinary and emergency lighting system inside the toilets is maintained using the existing system.

### Use of powder extinguishers

The member of staff tasked with the performance of an extinguishing operation, using powder extinguishers, shall proceed according to the following steps:

- ✓ locate the nearest fire extinguisher and pick it up;
- ✓ grasp the handle in the fixed part under the lever;
- ✓ remove and unlock the safety seal;
- ✓ hold the lance and start dispensing the extinguishing agent, positioning yourself upwind of the fire;
- ✓ direct it on the fire, distributing the powder at the base of the flames, in a fan-like manner, to cover the entire affected surface.

When extinguishing with fire extinguishers, the following parameters should not be underestimated:

- ✓ ability and knowledge of the operator;
- ✓ use of the fire extinguisher following the manufacturer's instructions;
- ✓ approach the fire carefully and direct the jet at the base of the flames;
- ✓ attack the fire by extinguishing the nearest outbreaks and then attacking the main one;
- ✓ do not direct the jet into the wind;
- ✓ the jets of several fire extinguishers, used at the same time, must be directed in the same direction or at most at a 90° angle;
- ✓ do not use water extinguishers for live electrical equipment fires;
- ✓ always check the compatibility of the extinguishing agent with the outbreak to be extinguished;
- ✓ after extinguishing a fire, check the complete extinction of hidden embers, then ventilate if you have operated inside a building;
- ✓ remember never to turn your back on a fire.

When operating in a room occupied by people, follow these instructions:

- ✓ keep calm and encourage the occupants to leave the room in an orderly manner but promptly without provoking panic;

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- ✓ direct the extinguisher to the base of the flames until complete extinction.

#### Use of the detectors and alarms

The Building and the ground floor of the pits include a fire detection system and both an automatic and manual alarm, which the Head of Emergencies, Mugello Circuit SA staff, and personnel working at the entryway know how to use.

In the event that no alarm has been sounded yet, anyone who notices a fire starting may press the button on the nearest manual alarm.

#### Evacuation procedure

The evacuation procedure must be implemented in all cases of general and serious danger such as:

- ✓ serious fire;
- ✓ flammable gas leak;
- ✓ danger of collapse of structures;
- ✓ earthquake;
- ✓ flooding.

It is good to remember that a dangerous situation always generates a strong emotional response which, if combined with unawareness of how to act, can easily turn into panic, which in an individual or a group of people can lead to negative consequences for everyone, such as:

- ✓ blocking of exits by masses of people;
- ✓ failure to use all the emergency exits at the site;
- ✓ confusion, disorder, a tendency to move away from danger in any way;
- ✓ manifestations of bullying and aggression.

For people in open areas, the time needed to reach a safe place can be considered fairly short. However, the number of people present could be a factor causing difficulty for the timing of the emergency management; for anyone in indoor areas, such as the Building, the times could be considerably longer.

Therefore, emergency managers must be prepared and organised to coordinate the critical situation clearly.

#### INSTRUCTIONS for CORRECT EVACUATION (valid for people indoors)

The first condition is to stay calm and not panic.

Before leaving wherever you are, unless there is a serious and immediate danger, you must:

- ✓ suspend operations with naked flame or sparks;
- ✓ shut down the equipment in a safe position.

Exit mode:

- ✓ don't waste time waiting for colleagues or friends;
- ✓ don't waste time trying to rescue personal effects if the danger is serious;
- ✓ follow the shortest and safest escape routes outwards;
- ✓ walk crouched down and breathe slowly in case there's smoke;
- ✓ Head in an orderly manner and quickly (without running) to the nearest emergency exit or the one indicated by one of the members of the emergency team;
  
- ✓ don't crowd into tight spots and openings;
- ✓ reach safe places at the designated collection points;
- ✓ do not stop in areas where emergency and firefighting equipment is installed;



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- ✓ do not stop in areas where emergency vehicles can circulate (ambulances, fire brigade vehicles, etc.).

Emergency staff ensure and supervise the proper conduct of operations:

- ✓ they oversee the appropriate evacuation of people;
- ✓ they make sure that no one has problems reaching the exit;
- ✓ they assist disabled people and make sure they reach the collection point;
- ✓ they ensure that the emergency exits are functional;
- ✓ they gather people together at the collection point;
- ✓ they do a roll call to make sure everyone has reached the outside.

All persons collected must remain in the designated areas until the end of the emergency or until further notice by the emergency team.

## 14.2 FIRST AID EMERGENCY PLAN

In case of need, a first aid team is present and available, made up of internal staff of the circuit trained for this purpose, as well as suitable emergency facilities.

The location of the above mentioned facilities is indicated in the emergency plans posted in the Building and in other areas of the Circuit.

There is a specific First Aid Plan for PS team members (see **IOP-07-02**), which indicates how to behave in the event of an accident at work.

According to the regulations in force, all workplaces must have the necessary health care facilities to provide first aid and immediate treatment to any injured or ill people.

If not an expert, people should refrain from providing care to any injured person, simply notifying the PS service staff.

In cases of urgency, everyone is required to observe the general rules and measures described below.

### What to do:

- remain calm, examine the situation and act accordingly promptly and decisively;
- do not move the injured person unless it is necessary in order to avoid other risks;
- if the injured person is breathing but has significant bleeding and is in a state of shock, stop the bleeding promptly and, if possible, put them in an anti-shock position; if they are not breathing, let those who know CPR perform the technique;
- call the ambulance;
- in the presence of fractures, wounds or other injuries, make a mental list of material that may be useful and provide temporary immobilisation, sterile dressing, etc.;
- carried out the rescue, cover the injured party and stay close to him, supervising him and comforting him with his presence;

### What not to do:

- never administer alcohol to the injured person or, if they are unconscious, any kind of drink;
- never take any action that is the doctor's responsibility (e.g. administering medicines).

## SUMMARY EVACUATION SHEET

**Behaviour of VISITORS**

## **IN THE EVENT OF FIRE OR A FIRE ALARM**

### **IF YOU SEE A FIRE START OR HEAR THE FIRE ALARM:**

- KEEP CALM
- MOVE AWAY FROM DANGER
- DO NOT USE THE LIFT
- FOLLOW the ARROWS THAT MARK the EXIT ROUTES and GET OUT into the OPEN
- FOLLOW THE INSTRUCTIONS OF THE FIRE BRIGADE
- DO NOT INTERFERE WITH RESCUE OPERATIONS CONDUCTED BY TRAINED STAFF

### **IF THE FIRE BLOCKS YOU FROM LEAVING THE BUILDING**

- CLOSE THE DOOR AND SEAL ANY OPENINGS
- OPEN the WINDOW TO ASK FOR AID
- FILTER THE AIR WITH A HANDKERCHIEF AND LIE ON THE FLOOR

## **IN THE EVENT OF AN EARTHQUAKE**

### **IF YOU ARE IN A CLOSED AREA:**

- REMAIN CALM AND DON'T RUSH OUT INTO THE OPEN
- TAKE COVER UNDER A TABLE, DOOR FRAME OR LOAD-BEARING WALL
- WAIT FOR THE EARTHQUAKE TO END BEFORE LEAVING THE BUILDING
- KEEP AWAY FROM FURNITURE AND WINDOWS

### **IF YOU ARE IN THE OPEN:**

- KEEP AWAY FROM BUILDINGS, TREES, POWER LINES
- FIND AN AREA WHERE THERE'S NOTHING OVERHEAD, OTHERWISE TAKE COVER UNDER A STABLE SHELTER
- DO NOT GO NEAR FRIGHTENED ANIMALS

**AID REQUEST (typically a phone call) and EMERGENCY NUMBERS**

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**EUROPEAN SINGLE EMERGENCY NUMBER:**

**112**

**INSTRUCTIONS for the AID REQUEST CALL**

Information to be provided in detail at the time of the call:

- Name and surname of the caller
- where you are calling from (Via Senni 15, Scarperia e San Piero);
- phone number to be traced;
- subject of the emergency call (fire/partial collapse/explosion/gas leak, etc.)
- and current situation (initial, advanced stage, etc.)
- number of people involved, specifying whether there are children or disabled people

**In case of FIRE**, specify:

- presence of substances or installations of particular risk (heating plants, fuel station)
- type and quantity of material concerned;
- type of firefighting system present (hydrants, etc.);
- any possible difficulties in accessing the site

**In case of ACCIDENT**, specify:

- type of accident occurred (collision, burn, intoxication, etc.);
- condition of the person involved (conscious or unconscious, fractures, visible bleeding, etc.);
- number of people involved.

Internal FIRE EMERGENCY TEAM (Mugello Circuit):

Name	Role	Tel. no.:
<b>Alessandro Guidi</b>	Head of Emergencies	+39 334.6591226
Ugo Ballini	Deputy Head of Emergencies (on call shifts 24 hrs)	+39 334.6591236
Fabiano Nardi	Substitute head of emergencies	+39 334 6591235
Francesco Di Benedetto	Maintenance worker (on call shifts 24 hours a day)	+39 334 6591485
Giulio Martini	Maintenance worker	+39 334.6591237
Filippo Nardi	Maintenance worker	/
Pierpaolo Zagni	Maintenance worker	/

RECEPTION - Surveillance personnel: 055.8499220 - Giuseppe Romano (Manager): 334 6591232

For the specifications of the operational and coordination structure for emergency management. Please refer to the M-33 module, part of the Mugello Circuit Integrated Management System; this document lists the names of the employees holding the various roles and their duties.



# GENERAL REGULATIONS for the Mugello International Circuit

R-01 rev 4

November 2022

## EMERGENCY PLAN - Paddock

**MUGELLO CIRCUIT spa**  
AUTODROMO INTERNAZIONALE del MUGELLO

**In CASO di INCENDIO**

- Uscire all'esterno, seguendo i percorsi delle vie di esodo
- Riunirsi nel punto di ritrovo all'esterno ed accertarsi che tutti siano presenti
- Seguire le istruzioni degli addetti preposti all'emergenza
- Se il fuoco impedisce l'uscita dal locale, chiudere le porte sigillando le fessure e sdraiarsi in terra filtrando l'aria con un fazzoletto bagnato

**PERCORSI di EVACUAZIONE e MISURE di EMERGENZA**  
**EVACUATION ROUTES and EMERGENCY MEASURES**

**PADDOCK**

**In CASO di TERREMOTO**

- Mantenere la calma senza precipitarsi all'esterno
- Ripararsi sotto l'architrave di una porta o avvicinarsi ai muri portanti
- Aspettare che finisca il terremoto, poi uscire
- Allontanarsi da edifici, alberi o linee elettriche

**In the event of an EARTHQUAKE**

- Keep calm, without rushing outdoors
- Take cover under a door frame or move near a load-bearing wall
- Wait for the earthquake to end before leaving
- Keep away from buildings, trees or power lines

**In the event of FIRE**

- Go outside, following the exit routes
- Gather at the outdoor meeting point and check that everyone is present
- Follow instructions given by the emergency staff
- If the fire blocks you from leaving the building, close the doors, seal any opening, lie down and filter the air with a wet handkerchief

**LEGENDA/LEGEND:**

- PERCORSO di ESODO  
EXIT ROUTE
- PERCORSO verso STRUTTURE di SOCCORSO  
ROUTE to RESCUE FACILITIES
- VIABILITA' di EMERGENZA  
EMERGENCY ROADWAYS
- USCITA di EMERGENZA dal 1° piano della Palazzina  
EMERGENCY EXIT from the first floor of the Building
- M PUNTO di RITROVO  
MEETING POINT

- G VALVOLA INTERCETTAZIONE GAS  
STOP VALVE
- D DEFIBRILLATORE (DAE)  
DEFIBRILLATOR
- H IDRANTE  
HYDRANT
- M MANICHETTA e LANCIA  
FIRE HOSE and NOZZLE
- C COPERTA ANTINCENDIO  
FIRE BLANKET
- B ARMADIO ANTINCENDIO  
FIRE BOX
- ATTACCO AUTOPOMPA VVF  
FIRE TRUCK CONNECTION
- BIDONE OLIO ESAUSTO  
WASTE OIL BIN

**NUMERO UNICO  
per le EMERGENZE**  
**EMERGENCY NUMBER**

112

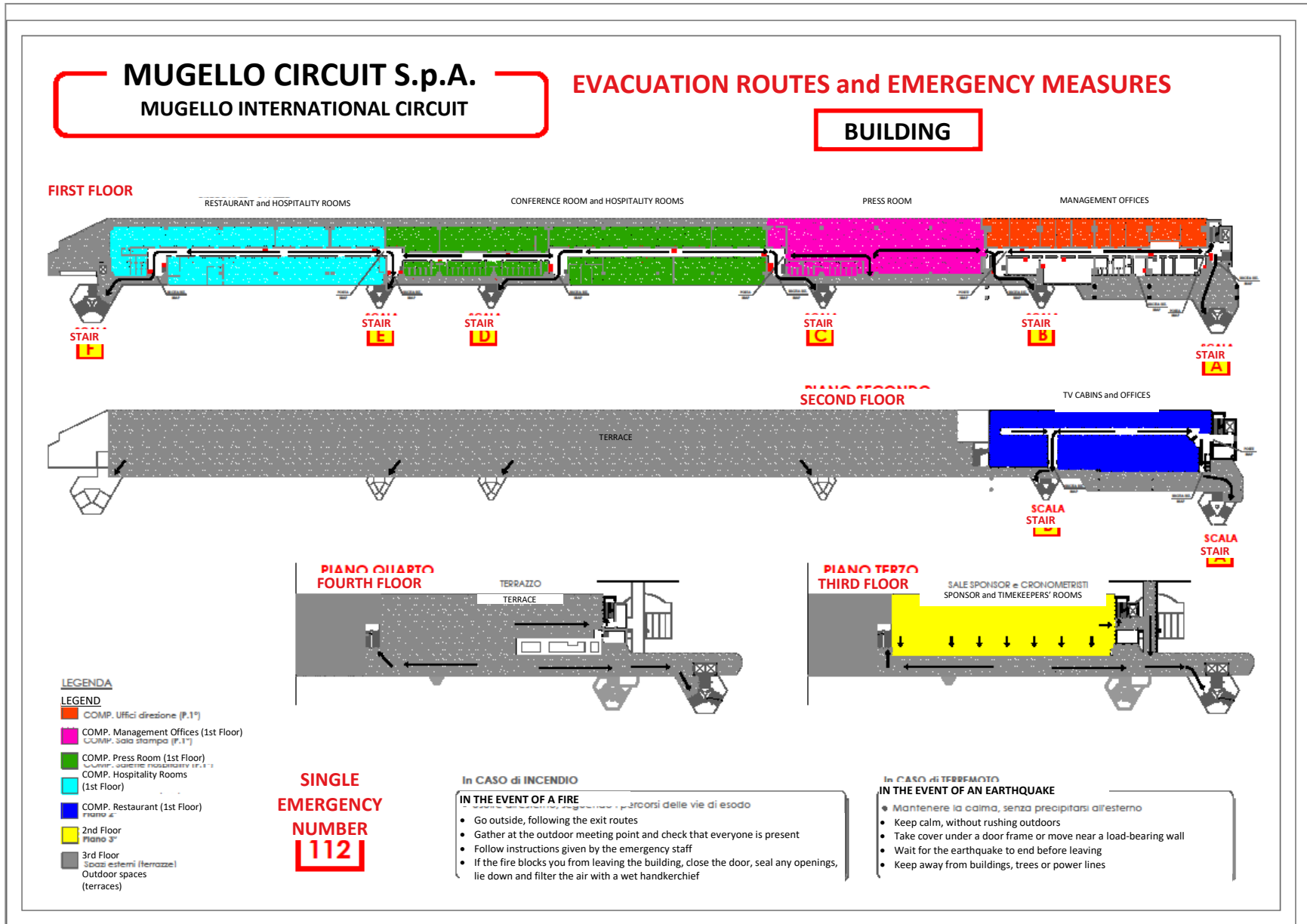


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**EMERGENCY PLAN - Building**



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## 15. DISCLOSURE, FOR SAFETY PURPOSES, CONCERNING HAZARDS PRESENT AT THE CIRCUIT

### 15.1 Preamble

The Circuit is equipped with all the required health and safety authorisations and permits for a place of work, as well as being certified in accordance with UNI ISO 14001:2015 and the EMAS, OHSAS 18001 and UNI EN ISO 9001:2015 Regulations, regarding the Integrated Management System for safety, environment and quality.

Given that all Clients must be in possession of the requirements provided for by the regulations in force, the following is specified:

- by signing a contract with MC, through which exclusive use of an area is granted for structures and operations, the Client, acting as an employer, pursuant to Legislative Decree 81-08, assumes full responsibility for the area and is therefore subject to any related obligations;
- during every work phase (assembly and disassembly) and throughout the stay in the Circuit, the Client must know and strictly comply with the provisions found in these Regulations and ensure compliance by his/her collaborators, contractors/freelance workers or anyone operating on his/her behalf;
- In the event that the Client hires other companies to provide work or services in the assigned area, it must fulfil all requirements set forth in Article 26 of Legislative Decree 81-08 regarding contracts (technical-professional suitability check, DUVRI, etc.), either as the principal of a contract, or according to Title IV of the same decree, in cases where a temporary construction site is envisaged;
- Mugello Circuit may ask the Client for documentation that demonstrates compliance with said requirements, without this entailing any form of its responsibility;
- should the need to work in areas outside the assigned space arise, during the assembly and/or disassembly phase, causing interference with other "places of work", the Client must inform the offices of the Circuit about the situation and coordinate its actions with those of the other Clients affected;
- this document includes a section from the **Emergency Plan** (chapter 13) concerning all people who come to the Circuit. Careful reading of this section is advised. This Plan, the complete, official version of the Plan is an operating part of work instruction SGSL (IOP-08) and is made available to any Client and/or other interested party at the offices of the Circuit (1st floor of the Building).

The following paragraphs provide information on the possible risks of interference between the employees working on behalf of the Client, whether they are employees, collaborators or its contractors/self-employed workers, and those within the Circuit or its contractors.

This evaluation of the risk of interference, integrated with information about risks produced by the Client's own activities and accompanied by the general provisions for minimising interference contained in this and the accompanying documents, is evidence of the coordination and cooperation of all parties involved.

The following are repeated and emphasised:

- the Client and/or User must disclose to the offices of the Circuit any specific hazards created in the assigned area, which may derive from the material, machines or equipment present;
- the products, materials and equipment present in the assigned areas must comply with the safety requirements found in the EU directives, generally referred to by the CE marking and operation must be in compliance with the instructions for use and maintenance provided by the manufacturer.
- The Client, together with its contractors/self-employed workers, undertakes to coordinate and cooperate with MC and its contractors in order to minimise the risks of interference.

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## 15.2 Characteristics of the activity and the areas of Mugello Circuit

Mugello Circuit provides services, as well as managing and maintaining the indoor and outdoor spaces that make up the Mugello Circuit.

In this case, the Circuit offers spaces for motoring and other events, leaving the organisation to its Clients, or entrusting a body or association with this role; on some occasions it may be the direct organiser of the event.

Therefore, the Circuit is equipped with its own personnel who carry out office activities, inside the Building, and maintenance activities of the internal and external spaces as well as the plants, machinery and equipment owned.

Other complementary activities, listed below, are conducted by external contractors, bound to MC by a procurement contract:

- civil cleaning of indoor/outdoor spaces;
- vigilance and surveillance;
- self-service and bar area;
- collection and transport of waste to the temporary storage area;
- assembly and disassembly of spaces, directly contracted out by MC;
- building and greenery maintenance, plant engineering and machinery/equipment.
- On the occasion of sporting events:
  - track control (Race Marshals);
  - medical assistance/rescue;
  - fire department.

Access to some of the areas present is forbidden to unauthorised workers:

- technical compartments/areas;
- areas used as temporary or mobile worksites (pursuant to Title IV of Legislative Decree 81/08);
- Paddock areas, during assembly/disassembly;
- any areas marked by specific signs forbidding entry.

## 15.3 Analysis of interfering activities

The companies present during the events and shows are many and varied; several different work activities may be present and interfere with one another, for example:

- activities for the maintenance of the spaces and machines/facilities by the Circuit's own staff (using its own or hired equipment);
- service and maintenance activities, by external companies, under direct contract with MC;
- activities for the assembly and disassembly of temporary structures, managed by external companies contracted or subcontracted by Clients of MC.

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A brief and partial description of aspects that mark each phase of an event and the people involved is provided below:

#### ASSEMBLY

This phase comes after a preparatory period in which only the Circuit's internal workers and the external crews contracted by MC prepare the area, whose relations are regulated by the relevant DUVRI. The actual assembly phase of the fittings is the exclusive responsibility of the operators called by the Clients.

#### EVENT

Managing the flow of visitors and emergency aspects are of fundamental importance during the event, given the crowding of certain areas.

In this phase the Circuit's internal staff is present (Client assistance and management phase), as are the operators contracted by MC for various services (cleaning, restaurant, waste collection, and so on.) and the workers who manage and provide services in the areas set up by Clients.

#### DISASSEMBLY

The people involved in the final phase of the event are the same as people who were involved in the first phase since the activities are practically identical.

In the same way, after the disassembly of the set-ups, which is the responsibility of those who work on behalf of the Clients, follows the phase of accommodation of the areas in which the internal staff of the Circuit and the external companies contracted by them are engaged.

### **15.4 Specific risks and prevention and protection measures taken**

The risks present at the Circuit are summarised in the following tables, subdividing the areas of interest:

#### **INDOOR AREAS (offices in the Building)**

TYPE of HAZARD	PREVENTION and PROTECTION MEASURES
Tripping and falling	<ul style="list-style-type: none"> <li>✓ Periodic maintenance of the floors</li> <li>✓ Cleaning of pathways</li> <li>✓ Behave consistently with ordinary rules for caution and prudence</li> </ul>
Fire and evacuation	<ul style="list-style-type: none"> <li>✓ Prohibition against smoking</li> <li>✓ Electrical systems properly installed</li> <li>✓ Periodic evacuation drills</li> </ul>
Electrical hazard	<ul style="list-style-type: none"> <li>✓ Prohibition against tampering with the electrical systems</li> <li>✓ Periodic maintenance of permanent facilities</li> </ul>

#### **EXTERNAL AREAS**

TYPE of HAZARD	PREVENTION and PROTECTION MEASURES
Crashing with vehicles and/or equipment; Crashes between vehicles	<ul style="list-style-type: none"> <li>✓ Comply with the vertical and horizontal signage</li> <li>✓ Maintain the 30 km/h speed limit and, where necessary, proceed at walking speed (10 km/h in the Paddock forecourts)</li> <li>✓ Access restrictions for unauthorised vehicles</li> <li>✓ Availability of pedestrian spaces</li> </ul>



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### PADDOCK AREA (external) during the assembly and disassembly phase for structures and during the event

TYPE of HAZARD	PREVENTION and PROTECTION MEASURES
Falling objects and/or equipment Impacts and crushing	<ul style="list-style-type: none"> <li>✓ Use of PPE: protective helmet and safety shoes</li> </ul>
Impacts and crashes with work vehicles	<ul style="list-style-type: none"> <li>✓ Comply with the signage present</li> <li>✓ Behave consistently with ordinary rules for caution and prudence</li> <li>✓ Work vehicles move at walking speed</li> </ul>
Structural failure	<ul style="list-style-type: none"> <li>✓ Comply with limits on the use of areas, signs, flooring capacity, door sizes and height limits</li> </ul>
Tripping, falling, presence of holes or other dangerous elements	<ul style="list-style-type: none"> <li>✓ Periodic maintenance of the floors</li> <li>✓ Cleaning of pathways</li> <li>✓ Signage</li> </ul>
Fire	<ul style="list-style-type: none"> <li>✓ Prohibition against smoking</li> <li>✓ Electrical systems properly installed</li> <li>✓ Removal of scrap material and any accumulated waste from passageways</li> <li>✓ Prohibition against flammable liquids or gases, hot work or the use of naked flames in the absence of prior authorisation</li> </ul>
Electrocution	<ul style="list-style-type: none"> <li>✓ Comply with the signs found on the utility boxes and distribution boards</li> <li>✓ Do not tamper with electrical systems without prior authorisation</li> <li>✓ Periodic maintenance of permanent facilities</li> </ul>
General mechanical hazards: crushing and impacts caused by doors	<ul style="list-style-type: none"> <li>✓ Periodic maintenance of windows and doors</li> <li>✓ Correct use of closing devices</li> </ul>
Crashes between vehicles	<ul style="list-style-type: none"> <li>✓ Comply with the vertical and horizontal signage</li> <li>✓ Maintain the 30 km/h speed limit</li> <li>✓ Limits on parking areas</li> </ul>

### PIT AREA (internal) during the event

TYPE of HAZARD	PREVENTION and PROTECTION MEASURES
Fire	<ul style="list-style-type: none"> <li>✓ Prohibition against smoking</li> <li>✓ Electrical systems properly installed</li> <li>✓ Prohibition of use of liquids or flammable gases, hot working/use of naked flames, etc.</li> <li>✓ Posters</li> </ul>
Electrocution	<ul style="list-style-type: none"> <li>✓ Comply with the signs found on the utility boxes and distribution boards</li> <li>✓ Do not tamper with electrical systems without authorisation</li> <li>✓ Periodic maintenance of permanent facilities</li> </ul>
Falling objects and/or equipment Impacts and crushing	<ul style="list-style-type: none"> <li>✓ Use of PPE: protective helmet and safety shoes</li> <li>✓ Teaching, information and training</li> </ul>

### 15.5 Security

The people in charge of supervising the observance by everyone of the prevention and protection measures indicated above are the internal staff of the Circuit, who, in the event of non-compliance, may

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intervene in an amicable manner or by written notification to their manager, who will take the necessary measures, until the inhibition of the activity or the exclusion of the persons concerned from the Circuit.