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FIA owns the championship and appoints...

- Formula 3 Vermarktungs- GmbH as its exclusive promoter
- DMSB as the responsible authority to run the sporting side of the championship

For all general preparations and the compliance with this agreement the following persons are in charge:

- Formula 3 Series Manager (Christoph Hewer) Mail: chewer@fiaf3europe.com
- SWR Managing Director (Vincenzo Lamaro) Mail: vincenzo.lamaro@gruppofg.com

Part I: Sporting Regulations

Article 1 – Sporting Matters

1.1 Permits

All necessary insurances and permits are organised by the Event Organiser (Vincenzo Lamaro) according to the Sporting Regulations of the FIA Formula 3 European Championship.

1.2 Organisation

A meeting between the FIA F3 Race Director, the Event Race Director and the Clerk of the Course about the sporting running of the Event will take place on Thursday of the event. The particularities of each event and regulations, will be discussed during this meeting.

A time must be fixed (under F3 responsibility / FIA F3 Race Director) between these three persons:

- Sven Stoppe (FIA F3 Race Director) Mail: sstoppe@dmsb-event.de
- Name (Superstars Race Director) Mail: Xxx
- Name (Superstars Clerk of the Course) Mail: Xxx

1.3 FIA Appendix 1

The FIA Appendix 1 to the Formula 3 Sporting Regulations will be made available by FIA (Danka Bakrac) and commonly finalised by:

- Event Organiser – (Vincenzo Lamaro) Mail: vincenzo.lamaro@gruppofg.com
- FIA F3 Stewards Secretary – (Doreen Stoppe) Mail: stoppe@dmsb.de

1.4 Entries

The provisional Formula 3 Entry List will be send by the FIA F3 Series Manager until 2 weeks before the event to:

- FIA F3 Race Director (Sven Stoppe) Mail: sstoppe@dmsb-event.de
- Event Organiser – (Vincenzo Lamaro) Mail: vincenzo.lamaro@gruppofg.com
- Event Timekeeper (???) Mail: Xxx

The final entry list will be published on the Official Notice Board until Thursday 6 p.m. by the FIA F3 Stewards Secretary (Doreen Stoppe Mail: stoppe@dmsb.de).

1.5 Drivers' Briefing – Saturday 08:15h ???tbc

The Event Organiser (Vincenzo Lamaro) will provide a sufficiently large room (Briefing room), a table for the race director and for two additional persons, a beamer and a loudspeaker system.

The Clerk of the Course or his deputy will attend the drivers' briefing.

The FIA F3 Race Director and the FIA F3 Stewards Secretary will prepare the briefing notes for the drivers' briefing and produce enough copies for all drivers and competitors.

These documents, together with eventual supplements to the regulations, are issued by the FIA F3 Stewards Secretary upon signature of the competitor/driver. The FIA F3 Stewards Secretary will prepare signature lists for this purpose.

All drivers and competitors will have to show their valid licenses at the drivers' briefing!

1.6 Result Lists

The FIA F3 Race Director (Sven Stoppe) or his deputy will sign the result lists and starting grids after each part of the event and after co-ordination with the chairman of the stewards (Francis Murac).

Then the time lists will immediately be published on the official notice board and made available for the stewards, the race director by the FIA F3 Stewards Secretary.

Copies of the published results are made available to the FIA F3 organisation and media by the Event Organiser (Person in charge).

Further the timekeeper (Xxx) will send all time lists and grid by mail to the FIA F3 Series Manager (Mail: chewer@fiaf3europe.com) his assistant (info@fiaf3europe.com) and FIA F3 Press Officer (Mail: media@fiaf3europe.com).

The championship standings will be worked out and provided by the FIA F3 Press Officer and the FIA F3 Series Manager.

Article 2 - Stewards

FIA will appoint a Chairman of the Stewards ([Francis Murac](#)) and a second Steward ([tba](#)) for FIA Formula 3 European Championship rounds.

The local ASN/Event Organiser will appoint another Steward who is the third Steward NOT necessarily exclusively for FIA Formula 3 European Championship.

The Event Organiser shall provide a room only for the F3 Stewards or at least a separated part of a sufficiently large meeting room which suits the stewards needs.

The meeting room will be located near the Race Control and will have the following equipment:

1. Telephone with phone number list
2. Standard paper fax with separate line
3. 2-TV screens (one for the live pictures on track and one of the timekeeping)
4. Internet connection by cable or wireless
5. All video documentation must at least be available to be watched at least in the race control
6. A copy machine will be available at least nearby the stewards room
7. A circuit map, indicating the marshals' posts and all the mobile track safety units will be available to the stewards
8. A lockable cupboard should be in the stewards room

FIA F3 (DMSB) will bring an own radio communication between stewards and race control.

Two runners must be permanently on stand-by from Saturday 8 am for the transmission of messages from the Race Control/Stewards to the participants. There will be a possibility for them to remain on stand-by outside the race control/stewards' meeting room.

Event Bulletin

All event bulletins must be prepared by the Event Organizer ([Doreen Stoppe/Vincenzo Lamaro](#)) on behalf of the stewards and submitted to the Stewards for signature.

Article 3 – Race Control : Radio Communication

The number of persons in race control during the practice sessions and the race shall be restricted to the necessary minimum number in order to provide suitable working conditions.

The Event Organiser is obliged to support this condition under safety aspect and must try to exert corresponding influence on their staff.

It must be possible to seat the following persons side to side:

- | | |
|------------------------|----------------------|
| 1. Race Director | from FIA F3 |
| 2. Dep. Race Director | from Event Organiser |
| 3. Safety Delegate | from FIA F3 |
| 4. FIA/DMSB Delegate | from FIA F3 |
| 5. Clerk of the course | from Event Organiser |

An additional place in race control must be reserved for a Steward.

Two runners must be permanently on stand-by from Saturday, 8 a.m., for the transmission of messages to the participants. There must be a possibility for them to remain on stand-by outside race control.

Article 4 - Race control vehicles, Pace Car, Safety Car

During FIA F3 sessions Race Control Cars and Safety Car (including their staff) will be made available by the Event Organiser and in conformity with FIA regulations.

Article 5 - Offices

Except the stewards' room near the race control...

...there will be the following facilities inside the F3 Hospitality:

- F3 organisation office (for 3 persons)
- F3 scrutineering office (for 3 persons)
- F3 scrutineering bay

The Event Organizer shall provide one DSL line (cable – NO wireless) to this hospitality free of charge (**at least costs need to be discussed and agreed between Superstars and FIA F3**).

The Event organizer shall provide FIA F3 1 pit box to at least temporary install a scale to take the cars' weight during the FIA F3 sessions free of charge.

Additionally the Event Organiser will make available to FIA F3 one organisation office near the FIA F3 paddock free of charge. The offices must be lockable, equipped with sufficient desks and office chairs and must have an internet connection.

Article 6 – Tickets

The following FIA F3 permanent passes only for the FIA F3 Teams and Technical Service Providers will be accepted by the Event Organiser:

- FIA F3 Pitwall
- FIA F3 Pitlane
- FIA F3 Paddock

The layouts will be send by Christoph Hewer in a separate document.

The officials of the series (FIA/DMSB/F3 Vermarktung) will get access to all areas requested by the Series Manger according to the ticket list sent to the Event Organiser (Vincenzo Lamaro) by Christoph Hewer like Race Control, Stewards Rooms, Timekeeping, Track Commentator, TV Compound and Media Centre).

FIA F3 will receive 30 Event tickets (paddock and grandstand) free of charge.

Additional tickets of this category can be bought for € Xx,- per person per weekend.

For each team FIA F3 will receive at least 4 car passes per car.

For the FIA F3 Organisation FIA F3 will receive Xx car passes according to the above mentioned ticket list.

Article 7 – Telephone List

The Event Organiser will provide an overview with contact details (also e-mail address and cell phone number) of all relevant persons of the Event Organiser to the FIA F3 Series Manager until two weeks before the start of the event.

In return the FIA F3 Series Manager will provide the Event Organiser with such an overview of the FIA F3 Organisation until two weeks before the start of the event.

Article 8 – Scrutinnering / Parc Fermé

FIA F3 will provide the technical delegate as well as the scrutineering staff and equipment.

Locality

The Scrutineering bay will be included in the FIA F3 tire service structure – the event organizer will provide FIA F3 with one pit box free of charge to set up a (temporary scale) during the FIA F3 sessions. (see Art. 5 above).

Assistants appointed by the Event Organiser

For assistance the Event Organiser will provide 2 scrutineers free of charge from Friday 16:00h on.

Equipment for scrutineering

- yellow flags
- brooms
- 4kg oil absorbing matter
- 2 fire extinguishers with a minimum capacity of 6 kg (AFFF)

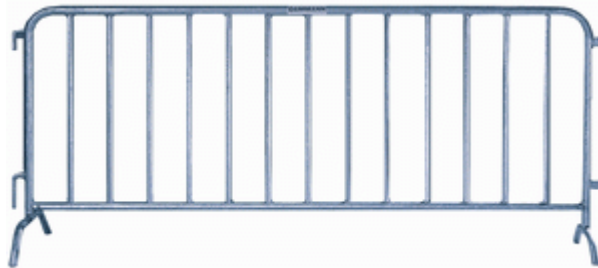
Parc fermé

The Parc fermé will be set up in agreement between the Event Organiser and the FIA F3 Organization (Series Manager/Technical Delegate).

The Event Organiser will provide Parc fermé marshals.

The Parc fermé must be sufficiently large to accommodate all the race cars. Sufficiently solid and safe barriers/fences must be provided.

A temporary Winner Parc Fermé in any case in the vicinity of the prize giving podium will be established and supervised by the Scrutineers for the cars in front of the podium. The necessary barriers (10x) must be made available by the Event Organiser.



FIA F3 Parc fermé process:

After receiving the chequered flag at the end of a FIA F3 qualifying all cars will be directed into the Parc Fermé.

After receiving the chequered flag at the end of a FIA F3 race, the top three drivers must proceed to the Winner Parc Fermé near the podium; all the other cars will be directed to the Parc fermé.

The drivers will be weighed and must then proceed to prize giving. After prize giving, the three cars will immediately be brought to the parc fermé or to the place of final scrutineering by the corresponding team, accompanied by a Scrutineer.

Article 9: Paddock and Maps

An appropriate paddock area will be provided by the Event Organiser free of charge.

The necessary space will result from the number of teams/cars participating in the series, the sponsor vehicles and tents, technical support services and F3 hospitality which will be communicated to the Event Organiser 2 weeks before the start of the event by the Series Manager.

The position (and the composition) of these areas should be discussed in cooperation between the Event Organiser and the FIA F3 Series Manager.

FIA F3 will coordinate the set up of the FIA F3 paddock.

In the FIA F3 paddock the Event Organiser will provide free of charge sufficient electric power and water supply stations to the FIA F3 Hospitality and teams. The connection from such supply stations to the teams must be borne by the teams. The Event Organiser must make sure these supply stations must not be far from each team.

The Event Organiser must send a map of the racetrack including all relevant facilities, driving lanes for the race cars and service vehicles from the paddock into the pit lane, entrance in the paddock, parking areas, FIA F3 paddock area itself to the FIA F3 Organiser until 3 weeks before the start of the event.

On Friday evening of the event there will be a meeting between the Event Organiser and the FIA F3 Race Director, FIA F3 Safety Delegate and FIA F3 Series Manager to define the final areas and driving lanes.

Article 10 – Race track and Pit lane

The track must be manned in compliance with the track licence until the beginning, at latest half an hour before the first scheduled driving activity on track.

The track surface must be completely cleaned (swept) at least twice a day. The Event Organiser is responsible that the complete facilities are in an optically perfect condition during the event weekend. This refers in particular to the following points:

- Gravel beds must be turned over/scarified and all existing vegetation must be removed.
- All kerbs must be continually checked for damage and repaired if necessary. The verge behind the kerbs must be filled in and levelled if necessary.
- Manhole covers, drains and drainage systems must be checked.
- All kerbs must be repainted.
- The marking of the starting grid must be repainted.
- All white lines must be repainted;
 - The Line
 - Time Panalty Area
 - Pit Lane (fast lane / working lane)
 - Circuit demarcation lines
 - Pit exit line
 - Beginning and end of speed limitation zones in the pit lane
 - Safetycar lines
- Tyre barriers and tyre piles must be bolted in compliance with the FIA prescriptions and form a homogenous barrier.
- All openings in the first line of protection where a vehicle broken down can be parked must be marked in compliance with the FIA prescriptions.
- All fire extinguisher positions along the circuit must be marked in compliance with the FIA prescriptions.
- The supports and tension of the protection fences along the circuit must be checked.
- The distance boards in front of the curves must be installed.
- The guard-rails must be checked for damage.
- The Event Organiser is obliged to remove oil on the circuit by using specialized vehicles.
- If necessary, the Event Organiser specifies additional stopping points in the starting grid (by means of painted lines) in order to facilitate the drivers to find their correct position inside the start box. Corresponding information will be communicated in due time in contentment with the Race Director.

Starting Light System

A Formula one FIA starting light system must be provided by the circuit for FIA F3 races.

Safety

The Event Organiser must make available a rescue helicopter during the F3 practice sessions and races. If this is not possible an alternative solution needs to be agreed on between the Event Organiser and the FIA. We check if a helicopter will be necessary. If yes we are aware that FIA F3 will have to carry such costs.

Article 11 – Sporting, Technical and Organisation regulations

The 2013 FIA Formula 3 European Championship Sporting, Technical and Organisation regulation book must be used by the Event Organiser for all details regarding the organisation of the FIA F3 event.

Part II: Event Marketing

Article 12 - Winner's podium ceremony

The responsible person for the FIA F3 prize giving is the FIA F3 Series Manager. The Event Organiser must appoint a representative (Xxx) for all matters in relation to prize giving to the FIA F3 Series Manager.

The Event Organiser must provide a clearly elevated winners`podium for the FIA F3 races with graduated steps for positions one, two and three (winners`steps) in vicinity of the race control and winners parc fermé facing towards the pit lane.

The prize giving for a FIA F3 race may only take place on the winner`s podium approved by FIA F3 Organiser. Only the backdrop design of FIA F3 including the FIA F3 series sponsors will be accepted. No other advertising or logos are allowed in the connection with the winners` ceremony and the podium. The winners` podium and the back wall will be designed by FIA F3 Organiser.

It must be possible to affix advertising boards in form of PVC plates or covers on the flat wooden back wall and the Event Organiser must provide 2 persons with the necessary equipment (cordless screwdrivers) to affix the PVC plates on that backwall. If that is not possible the Event Organiser in co-operation with the FIA F3 Series Manager will work out a solution to create a backwall in the design of the usual FIA F3 backwall. Superstars should help with working out a solution with their local supplier and getting an offer for F3)

During the prize giving ceremony, the Event Organiser must provide all necessary facilities and persons to raise the national flags of the three winners at the respective positions whilst the national anthems are played.

The Event Organiser must ensure that the national anthems and the national flags (in sufficient number) of all drivers and competitors are available. A suitable sound system must be installed for playing the national anthems and it must be ensured that the sound can be clearly heard in the area of the prize giving podium. A Technician to run the system must be on stand by at latest half an hour before the beginning of the ceremony.

For the entire duration of the prize giving the area below the podium (pit lane etc.) must absolutely kept free of any moving vehicles or of any other activity which might eventually detract from the ceremony.

A final meeting between the Event Organiser`s representative and the FIA F3 Series Manager to discuss all points in relation to prize giving will take place on Friday of the event.

The exact podium procedure will be according an Appendix of the sporting regulations.

The Event Organiser must have a race control car on stand-by for the transport of drivers who have abandoned on the track but are to be honoured.

Water bottles and towels must be available for the first three drivers on their way from parc fermé to the podium. No advertising or brand label may appear on the towels and water bottles.

The Event Organiser is responsible that four opened Champagne double magnum bottles which are provided by the FIA F3 Series Manger will be available at latest four laps before the finish.

The 4 trophies: (3 for the drivers and one for the team) for the FIA F3 prize giving must be provided by FIA F3.

Article 13 - Press Conference Backdrop

The Event Organiser must provide all facilities necessary for the press conferences.

Only the backdrop design of FIA F3 including the FIA F3 series sponsors will be accepted. No other advertising or logos are allowed in the connection with the press conference. The FIA F3 press conference backdrop will be provided by FIA F3 organiser.

Article 14 - Grid Girls – Clothes, Panels and Presentation of the Starting grid

A sufficient number of grid girls (corresponding to the number of cars – see final entry list) must be provided by the Event Organiser for the day of the FIA F3 races free of charge. (at least costs need to be discussed and agreed between Superstars and FIA F3).

Only the grid girl clothes and grid panels provided by F3 (including advertising of the series sponsor) will be allowed to be used for the FIA F3 grid presentation.

The Event Organiser is responsible for the correct procedure of the grid girls and will nominate to the FIA F3 Series Manager a responsible person (Person in charge) for the co-ordination of the grid girls' operation.

The Event Organiser must provide a big, lockable room for the exclusive use of the grid girls where they can also change clothes. The Event Organiser will in addition provide snacks and drinks.

The FIA F3 starting grid will be presented according to the exactly planned schedule (see FIA F3 sporting regulations).

Article 15 - Parc Fermé advertising

The Event Organiser must provide 10 barriers for the parc fermé (see Part I – Article 8 of the present guidelines “parc fermé process”)

FIA F3 must be allowed to affix advertising of a series sponsor on these barriers during the winners' parc fermé of FIA F3. Only the advertising and logos provided by FIA F3 are allowed in this context.

Article 16 - Graphics

The Event Organiser will ensure, only the FIA F3 TV graphics will be used in the described way for the TV production. (Person in charge)

The Event Organiser must allow FIA F3 to include logos of series sponsors in these graphics. Only the logos provided by FIA F3 are allowed to be included in these graphics.

Article 17 - F3 Infoboards

The Event Organiser must allow FIA F3 to set up infoboards in the paddock including a showcase to display some general FIA F3 information, as well as the logos of the series and the series sponsors.

Article 18 - Paddock space and Exposure of Series Sponsors

The Event Organiser must allow to set up the paddock as usual during all other FIA F3 events including possibly branded hospitality of the series organisation.

Article 19 – Online and Printing Promotion

The Event Organiser shall include the FIA F3 logo as well as a link to the FIA F3 website (as partner series) into its official website.

The Event Organiser shall produce and publish printing material in connection with the event and shall include FIA F3. FIA F3 will provide all necessary content, logos of FIA F3 and the series sponsors.

FIA F3 has to approve the layouts before production and publishing in order to comply with the specifications dictated by the series sponsors to FIA F3.

Article 20 - Timekeeping

Who will be the event timekeeping company?

The timekeeping of the event must be able to minimum provide transponders, lap times, sector times, pit speeds as well as a livetiming which FIA F3 will be allowed to integrate as URL- link in its official website. (Person in charge)

Article 21 -Video walls

If there are video walls around the racetrack, FIA F3 will provide a short film/summary of the previous FIA F3 event to show during the grid of at least the first FIA F3 race. Maybe will be no such film.

Article 22 – Television

The general contact persons to organise all TV related operations are :

- | | | | |
|-----------------------------|------|---------------|--|
| - From FIA F3 side | WIGE | Marcel Doukas | marcel.doukas@wige.de |
| - From Event Organiser side | Xxx | Xxx | Xxx |

22.1 Rights

It must be guaranteed that FIA F3 has the right to distribute the exclusive audiovisual rights without limitation in time, place, medium and content.

22.2 International live feed

The TV producer will guarantee TV production in an adequate standard. The international live feed must be accessible via satellite (footprint similar to Eutelsat W3A) to all FIA F3 broadcasters and must comprise the starting grid, races, and winner ceremony.

- International Live Feed Production Standard:
 - HD 1080 50Hz
 - 16:9
 - anamorphic
 - complete coverage of the track
 - international live feed must be accessible via European satellite (footprint similar to Eutelsat W3A) to all F3 broadcasters
 - The signal must comprise the starting grid, races, and winner ceremony

- SNG:
 - Dual Carrier HD SNG
 - Best case with the following parameters:
 - FEC 2/3
 - S/R 7.12
 - Data Rate 13.781888
 - DVB-S2 8PSK
 - MPEG 4 / 4:2:0
- Commentary booth:
 - 1 fully-equipped commentary booth will be available to FIA F3 free of charge
 - Further ones will be offered to FIA F3 on a rental basis
 - Possibility of connection to OB-Van and distribution as Full Mix via satellite must be given
- Graphics:
 - It must be guaranteed that the FIA F3 standard graphics will be used in the international feed
 - For this reason WIGE is providing all necessary information.
- Recordings:
 - The FIA F3 TV distributor will be provided with recordings (XD Cam Disc) of all 3 races (dirty and clean feed) free of charge to be handed over to the F3 TV coordinator on site

22.3 Accreditation:

- Free accreditation for FIA F3 distributor must be guaranteed

Part III: Press and Printing Material

Article 23 - Media Centre Equipment

Anja Wentz media@fiaf3europe.com will get in touch with the press officer (Xxx) of the Event Organiser.

For FIA F3 press the Event Organiser will provide free of charge:

- One room with working places for four persons
- Internet/DSL through a cable connected and secured router with corresponding up- und download speed for four working places.
- A telephone, two monitors and two wastepaper baskets

Counter

- All equipment at the counter such as fax and copy machines should be available to FIA F3 press.

Copies (result and releases)

- 4.000 sheets white paper

Media Centre

- Working places for at least 20 journalists and photographers.
- Internet connection through Ethernet/DSL, Wlan with corresponding up- and download speed
- Eight to ten two monitor pairs
- At least 10 lockers (30x50) for journalists equipment
- 10 boxes (pigeon holes) for press releases
- Snacks, cold and hot beverages (during the whole day)

Press conferences (3x)

- High quality audio engineering, two or three microphones (NO wireless)
- Podium with space for three persons. It must be assured that the FIA F3 sponsoring backdrop can be placed in the direct background
- Mineral water for the persons on the podium (NO branding on glasses, bottles, carafes, etc.)
- Three white towels (NO branding)

TV interviews after the races

- Interviews take place on winners` podium after the ceremony.
- TV teams having requested an interview in advance must be given access to the podium.

Article 24 - Media Shuttles

Media Shuttles should be on duty during all FIA F3 sessions. The service must be provided during and after each session.

Article 25 - Media Data

On Saturday during the event, the Event Organisers press department must deliver clippings of the published regional reports to FIA F3 press (one copy).

- On Friday after the event, the FIA F3 press department shall receive the up-to-dated clippings (one copy).
- A summary of the clippings should follow the example given below:

Date	Name	Print Run	No. of articles	With pic.	No pic.
12.12.04	Thüringische Zeitung	30.000	2	1	1
14.12.04	Berliner Kurier	45.000	5	3	2
...
total		75.000	7	4	3

Clippings without proof may not be considered in the summary. The clippings must be sorted in a chronological order and be in compliance with the summary.

Those publications evaluated by FIA F3 press may not be considered in the summary. A list of these publications is available at the FIAF3 press department upon request.

As from Friday of the race-weekend the clippings will be published on a clipping-board which has to be updated permanently.

Article 26 - Accreditation

Journalists and photographers holding a Formula 3 permanent pass need to be provided with access to the races to have unlimited working possibilities.

The FIA F3 press department provides a list with all FIA F3 permanent media passes two weeks before the start of the event.

The FIA F3 press department provides a list with all journalists and photographers which should be provided with an one-event media accreditation (non permanents) two weeks before the start of the event. The list will be discussed with the Event Organisers press responsible.

Part IV: Various

Article 27 - Telephone List

Marketing & Organisation

Christoph Hewer chewer@fiaf3europe.com

Press Officer

Anja Wente media@fiaf3europe.com

Technical Delegate

Robert Bassett rbassett@fiaf3europe.com