



Open and international competition for the best concept of an architectural idea and architectonic solution for the object

# "FOOD SUPERMARKET WITH ADDITIONAL SERVICES"

(on the building site at Rigas district, Garkalnes territory,

Berģi, Rigas-Siguldas highway 8)

# **COMPETITION REGULATIONS**

Approved:	
The Latvia Association of Architects	Dace Kovisāre
2 "Skai Baltija"	Aivars Rubenis

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### 1. General issues

- 1.1. The competition regulations have been developed based on the client's LLC "Skai Baltija" (hereinafter called the competition *client*) and the contractor's (hereinafter called the competition *organizer*) mutually signed contract about the organization of the competition.
- 1.2. The legal basis of the competition regulations is Latvia's Cabinet of Ministers Regulations dated 7<sup>th</sup> November 1995, No. 324 "Regulations on the order in which construction projects and territorial planning project sketch competitions should be organized" and their suggested supplement, the Latvia Association of Architects competition good practice regulations and recommendations dated 12.05.2010.
- 1.3. The competition is being organized to obtain one or more of the best possible proposed solutions for the project's architecture using an equal creative competition.
- 1.4. The subject of the competition is a proposal for an architectural idea for the new construction of a food supermarket with additional services project, hereinafter the *object*, on a building site at Rigas district, Garkalnes territory, Berģi, Rigas-Siguldas highway 8, in accordance with the requirements of the competition programme and regulations.

## 2. Competition aim, method and term

- 2.1. The goal of the competition is to obtain one or more architectural project tenders in accordance with the competition *client's* and competition programme's requirements, using an equal, creative competition between architects on an international level.
- 2.2. The Competition *jury's* designated architectural project tenders will serve as the basis for the construction of this building in the various European countries and Russia.
- 2.3. The architectural idea project tender competition is international, open and one-off.
- 2.4. The proclamation day of the competition and its placement on the competition *organizer's* home page www.latarh.lv is 15.08.2013.
- 2.5. The posting date by normal post and e-mail or date of submission for the competition tender is 5pm on 15.10.2013. The address is the Latvia Association of Architects, Torņa iela 11, Rīga, LV-1050, e-mail: latarch@latnet.lv, Latvia.
- 2.6. The content of the submitted project must be consistent with the competition goals, the object's importanse and the competition's prize fund.
- 2.7. After the publication of the competition regulations, changes to them may be made only in exceptional cases and only by 15.09.2013. All competition participants who have submitted a tender will be notified about the abovementioned changes, and they will be announced in all the information sources in which the competition was advertised.

## 3. Competition client

3.1. The competition *client* is *LLC* "*Skai Baltija*" – a Baltic food trading and manufacturing company, tax payer Registration No.50003402511, legal address: Kārļa Ulmaņa gatve 122, Rīga, LV-1029, which, according to its statutes is represented by Board Member Aivars Rubenis.

- 3.2. The competition *client* supervises and controls the competition *organizer's* work in accordance with their mutually signed contract.
- 3.3. The competition *client* determines the prize fund.
- 3.4. The competition *client* ensures the supply of the following documents:
  - 3.4.1. The building site's boundary plan (in digital .pdf form or jpg format).
  - 3.4.2. A topographical survey. (AutoCad format)
  - 3.4.3. A geological investigation at 3 drilling hole points. (AutoCad format)
  - 3.4.4. Detail planning's condition. (AutoCad format)
  - 3.4.5. The Architectural Planning Task (in digital .pdf form or .jpg format).
- 3.5. The competition *client* agrees to the competition regulations with the signature of its representative.

### 4. Competition organizer

- 4.1. The competition *organizer* is the Latvia Association of Architects Registration No.40008005792, legal address: Torņa iela 11, Rīga, LV–1050 operating on the basis of the signed contract with the competition *client*.
- 4.2. The competition *organizer* has a duty and is responsible for the organization of the competition to the extent determined in the signed contract with the competition *client*:
  - 4.2.1. Development of the competition regulations;
  - 4.2.2. Supply of the competition *object's* source materials;
  - 4.2.3. Selection of the competition *jury* and *experts*;
  - 4.2.4. Provision of accommodation in hotel rooms for the foreign *jury* commission's foreign architects (3 persons for 3 days and nights) during the evaluation period of the competition works;
  - 4.2.5. Organization of the repayment of the *jury* commission's foreign architects' transport costs on the journey from their homes to Riga and return;
  - 4.2.6. The provision of lunch and dinner for the *jury* commission members for 3 days;
  - 4.2.7. The provision of a venue, light snacks and coffee for the *jury* commission members during the evaluation period of the submitted competition works.
  - 4.2.8. The advertising of the competition in internet portals, a4d.lv and www.latarh.lv (Latvia); www.archdaily.com (international); a3d.ru (Russia);
  - 4.2.9. The communication with competition *participants* and the organization of the *jury's* work;
  - 4.2.10. The competition *organizer* prepares responses to questions from the competition *participants*, if any, and sends them by e-mail to all competition *participants* by 15.09.2013. The competition responses are not allowed to be inconsistent with what is mentioned in the competition regulations and appendices;
  - 4.2.11. The provision of consultations to the competition *client*;
  - 4.2.12. Preparation of the competition's 15 best works in A-1 format panels and placement in an exposition;
  - 4.2.13. The organization of the evaluation of the competition works;

- 4.2.14. The attraction of suitable *experts* for the preparation of specific tasks,
- 4.2.15. In accordance with the stages in the work plan, submit a report for the completed work and a delivery-acceptance statement for the work to the *client*;
- 4.2.16. To inform the *client* in good time about circumstances which could delay the execution of the contract, if any arise;
- 4.2.17. On the request of the *client*, to submit a report about the pace of execution of the contract work within one working day.
- 4.3. The competition *organizer* has the right to invite third parties for the completion of the contract work, assuming full responsibility for the activity or inactivity of the third parties.

# 5. Competition participants

- 5.1. Legal persons or companies registered in the Republic of Latvia or in other countries which have the right to engage in the practice of architecture in accordance with the requirements prescribed in the regulations may take part in the competition to the corresponding extent outlined in the competition programme (hereinafter in the text participant).
- 5.2. A legal person that has familiarized itself with the competition regulations on the internet and sends the competition *organizer* an application (Appendix 1 of the regulations) and the legal person's certificate by e-mail may become a competition *participant*.
- 5.3. *Participants* are responsible for ensuring that sketch project tenders have been developed in accordance with the competition programme.
- 5.4. Competition *participants* are responsible for the truth of the information submitted in the application and for the observation of the requirements and procedures in the competition regulations.
- 5.5. No *client*, competition *organizer* or competition *jury* commission participant, or any other person who has taken part in the preparation of the competition, or their representative, partner, employee or direct relative, can participate in the competition.
- 5.6. If a potential competition *participant's* connection with a *jury* member is disputable, the *participant* must seek clarification from the competition organizers prior to *participation* in the competition.
- 5.7. Competition *participants* have the right to raise questions about the competition until 15.09.2013. Any clarification, question and answer which is provided during the competition, must be made available to every competition *participant*.
- 5.8. With the submission of their tender, the competition *participant* automatically confirms that they agree completely with the competition regulations and accept the professionalism of the competition *jury* and *experts*.
- 5.9. By sending in or lodging their competition works with the competition organizer, the competition *participants* give an equal right to the competition *organizer* and competition *client* to publish their work. The authors' names must definitely be shown in publications of the competition work, if they are known, or code-names, if they haven't been revealed.
- 5.10. A competition *participant*, or a number of *participants*, who are nominated in the competition, could potentially be offered a contract for the development of a sketch or technical project for the food supermarket building, to be located in a European country or in Russia.

## 6. Competition jury and experts

- 6.1. A *jury* commission consisting of 10 people has been formed for the reviewing and evaluation of tenders submitted for the competition and the awarding of prizes.
- 6.2. The *Jury* commission will include 2 *client* representatives and 8 competition *organizer* representatives:
  - 6.2.1. Aivars Rubenis *jury* commission chairman, *client* representative, "Skai Baltija" board member;
  - 6.2.2. Andris Lontons *jury* commission member, *client* representative, "Skai Baltija"
  - 6.2.3. Edgars Treimanis *jury* committee member, LAA representative;
  - 6.2.4. Juris Poga *jury* commission member, LAA representative;
  - 6.2.5. Andris Kokins jury commission member, LAA representative;
  - 6.2.6. Jānis Dripe *jury* commission member, LAA representative, Minister for Culture's Adviser on Architectural Policy Development Issues;
  - 6.2.7. Genādijs Sokolovs *jury* commission member, Saint Petersburg Architects' Association board member:
  - 6.2.8. Janne Terasvirta *jury* commission member, Finnish Architects' Association representative;
  - 6.2.9. Dace Putnina *jury* commission member, LAA representative;
  - 6.2.10. Valērijs Kaplunovs *jury* commission member, Saint Petersburg Architects' Association board member.
- 6.3. If any of the *jury* commission members cannot take part in the work of the *jury* commission due to some unforeseen circumstance, the competition *organizer* will advise the *jury* about this person's replacement by another architect from the corresponding nation.
- 6.4. The *jury* commission's work organization, rights and obligations:
  - 6.4.1. To review the materials sent to the competition for the architectural idea's project tender's compliance with the competition regulations;
  - 6.4.2. That the architectural idea's project tender's evaluation criteria comply with section 9.
  - 6.4.3. Starting from **18.10.2013**, each *jury* commission member individually evaluates the architectural idea's project tenders in a digital format on the internet on the competition *organizer's* home page www.latarh.lv and selects the 20 best works in order, the code-names of which are then sent to the competition *organizer* by **3pm** Latvian time **on 24.10.2013**;
  - 6.4.4. At **10am on 29.10.2013**, at the 1<sup>st</sup> *jury* commission meeting at the Latvia Association of Architects' building, in person, to decide on the overall evaluation of the project sketches and the selection of the 15 best works. The breakdown for the places of the 15 best works will be voted on at this meeting;
  - 6.4.5. During the evaluation work, the *jury* commission has the right to involve *experts* from the relevant field if this is necessary. The *experts* provide a written opinion about the particular question, but do not take part in the voting;
  - 6.4.6. To prepare a written annotation about each of the 15 best architectural idea's

project tenders;

- 6.4.7. At **10am on 30.10.2013**, at the 2nd *jury* commission meeting in the Latvia Association of Architects' building, in person, to decide on the best architectural idea's project tenders, which will be nominated for prizes, and their division by places, as well as to prepare recommendations for the further utilization of the architectural idea's project tender;
- 6.4.8. By a decision of the *jury* commission, the 1st and 2<sup>nd</sup> day's meetings may be combined into one day;
- 6.4.9. The *jury* committee adopts decisions taking into account each commission member's individual assessment.
- 6.5. The *jury* commission can adopt a decision about allocating a number of first, second or third places without changing the total prize sum. If the *jury* commission doesn't recognize any project sketch as executable in the future, first place is not awarded.
- 6.6. If during the competition there are fundamental shortcomings or misleading information found in the prepared competition materials, the *jury* members decide whether to suspend the competition and to add to the competition materials. All competition *participants* are to be advised of this as soon as possible.
- 6.7. During the competition, any exchange of information between *jury* members and competition *participants* about any issues associated with the competition is not permitted.
- 6.8. A competition tender may be disqualified if the date of submission or the requirements for anonymity have not been observed, or the submitted material does not correspond with the prescribed requirements of the competition regulations.
- 6.9. The *jury* commission organizes the evaluation of the project tender architectural ideas, prepares a joint evaluation and opinion. Written minutes of the jury's discussion and decision making process are made and attached to the jury's report.
- 6.10. In the competition, it is recommended that the first prize be awarded to such a competition tender which is suitable for implementation.
- 6.11. The *jury* commission can adopt all decisions by a vote of at least 9 *jury* commission members. All decisions are taken by a simple majority of votes. If the number of votes is even, then the jury commission's chairman has the deciding vote. If for some reason during the evaluation period someone from the *jury* commission cannot attend, then this *jury* commission member does their evaluation indirectly by video phone, or is replaced by another person who has the relevant certification.
- 6.12. The *jury* commission's final evaluation decision is recorded in the minutes by the *jury* commission secretary, and is signed by all *jury* commission members present. The *jury* commission's decision is final.
- 6.13. The *jury* has the right to note individual works in additions those awarded prizes, but it does not have to award prizes to them.
- 6.14. The *jury* commission's decisions and opinions must be justifiable and adopted independently.
- 6.15. The *jury* and each of its members is responsible for the decisions taken. If any of the *jury* members disagree with the *jury*'s joint opinion or individual decisions, then this should be recorded in writing in the *jury* protocol, justifying the differing opinion correspondingly.
- 6.16. The *jury* commission secretary prepares the report, which is signed by all of the jury commission's members. It will contain:

- 6.16.1. Information about the evaluated project sketches;
- 6.16.2. Each *jury* commission member's individual evaluation;
- 6.16.3. The *jury* commission's evaluation and criticism in relation to each nominated submission;
- 6.16.4. Expert reports, if any exist.

## 7. Competition programme

- 7.1. The competition is being held with a unified programme and regulations, which have been developed by the competition *organizer* in collaboration with the competition *client* and which are binding on all competition *participants*.
- 7.2. The functional use of the competition object:
  - 7.2.1. A food supermarket with additional services (chemist, flowers and laundry), which are located in the entry junction section;
  - 7.2.2. A single storey building with a 3,000m2 useable internal space.
  - 7.2.3. The object has one central entry door;
  - 7.2.4. There has to be a ramp at the back which meets on one level with the shop floor;
  - 7.2.5. Two driving up spots, one of which is by the stationery ramp and the other by the hydraulically raisable and lowerable platform which is at the raisable ramp's height, are required in the ramp zone.
  - 7.2.6. Object must be placed on the land, so the idea is a customizable other rectangular parcel to the area from 10 000 m<sup>2</sup> to 15 000 m<sup>2</sup> and their respective dimensions of 90m x 130m to 100m x 150m.
  - 7.2.7. A car park next to the building for 150 vehicles with at least half of the car park covered by a roof, with the roof having a minimum height of 4m.
- 7.3. The competition object's general description:
  - 7.3.1. A sustainable design, a high energy efficiency with an operating life of no less than 20 years;
  - 7.3.2. Object's potential building site may be in St. Petersburg or this region's (should take account of the special climatic conditions);
- 7.4. The primary language of the competition is the English language; the language of communication Latvian and English.
- 7.5. The technical project's development costs and terms.

## 8. Materials to be submitted by competition participants and their format

- 8.1. Qualification documents for submission or sent by normal post in a sealed envelope with the code-name:
  - 8.1.1. Information about the author(-s) with a decoding of the code-name, which is confirmed by a signature.
  - 8.1.2. The *participant's* legal person's Architectural Practicing Certificate;

- 8.1.3. A copy of the *participant's* registration certificate.
- 8.1.4. The *participant's* pledge that the *participant* has not been declared insolvent, is not in a stage of liquidation, its financial operations have not been halted or suspended and legal proceedings have not been commenced against the *participant* for the termination of its operations, for insolvency or bankruptcy;
- 8.1.5. The *participant's* pledge that according to the process determined by law no breaches of its professional operation have been established in the last three years prior to the submission date of the offer.
- 8.1.6. The *participant's* pledge that according to the process determined by law all tax payments have been made in good time and in the current year there are no delays in tax payments or debts.
- 8.1.7. If the project sketch has been developed by a group of architects, the level of each author's participation must be shown, confirmed by the corresponding person's signature, and a division of the prize among the authors is possible (in percentages), indicating the group of authors' authorized representative. Each work must be submitted in a way that the author maintains complete anonymity.
- 8.2. The graphic materials and explanatory note, which are to be submitted or sent by normal post, bound in 3 sets of A-3 format paper volumes:
  - 8.2.1. General Plan.
    - 8.2.1.1. The General Plan's scale is 1:500. The page may be folded to fit it into the A-3 format volume.
    - 8.2.1.2. The General Plan must be submitted to the competition with the building's new building location, territorial zoning and infrastructure, pedestrian flow, car parking and delivery roads and a depiction of the territory's utilities.
    - 8.2.1.3. The roads and streets where there is motor transport traffic and the car parking spaces must be marked. The way that goods deliveries, services and emergency services traffic are organized must be shown.

### 8.2.2. Floor plans.

- 8.2.2.1. Floor plans must be represented at a scale of 1:200, and the proposed use and area of the space, axes' dimensions, the division of functional zones and the total floor area must be shown in them.
- 8.2.2.2. The functional connection with the surrounding environment must be reflected in the first floor plan. The pages can be folded to fit them into the A-3 format volume.
- 8.2.3. Facades and appropriate cross sections.
- 8.2.3.1. The competition object's appropriate cross sections must be shown at a scale of 1:200, with height markings and measurements on the axes, as well as the wall and roof construction solutions.
- 8.2.3.2. The drawings for the facades must be developed at a scale of 1:200, with height markings and measurements on the axes, cladding material solutions, opening infill division and material solutions, as well as notes about special details, if such are provided.
- 8.2.4. Appropriate perspective views and photo montages of the territory.
  - 8.2.4.1. *Participants* must supplement the architectural idea's sketch project tenders with 3 to 5 axonometric and perspective views from appropriate viewing

- points, presenting them in the General plan or in a separate location map.
- 8.2.4.2. *Participants* can also add other illustrative materials of their choice to their tenders.

#### 8.2.5. Explanatory note

- 8.2.5.1. A short compact explanatory note about the competition project must be submitted which contains information about the city planning and architectonic principles used, the provided construction method and the materials to be used, the provision of a high level of energy effectiveness, the use of new technology for ensuring commercial functions and technical economic indicators.
- 8.2.5.2. The competition object's balance of territory, building site (m²), total areas of individual floors (m²) and the building construction's cubic capacity (m³), free territory (m² and %), construction intensity (%),construction density (%) as well as the provided sketch/technical project's costing estimates and delivery term, the technical economic substantiation of the project and the construction work to be undertaken as part of it, and a summary of the technical and construction concept must be shown in the explanatory note. The potential costs of the construction.
- 8.2.5.3. The total number of characters in the explanatory note has to be up to 5,000 characters.
- 8.2.6. In addition to this, A1 page copies folded into an A3 format must be placed in the volume. The architectural idea's sketch project tender for all the graphics materials, photo montages and for the explanatory note must be on these pages in a presentation form.
  - 8.2.6.1. The materials must be understandable and easy to read, adopting either a vertical only, or a horizontal only layout potential version on plane-tables. The page's location scheme must be given on each page.
  - 8.2.6.2. The competition *participant's* freely chosen code-name must be shown in a frame on the lower right hand corner of each plane-table.
  - 8.2.6.3. The code-name must consist of 3 letters followed by 3 numbers (for example: GXB735)
  - 8.2.6.4. All documents formatted graphically or using other techniques and submitted, must show the measures used, with section scales added.
  - 8.2.6.5. In preparing the graphics materials, the competition *participants* can freely choose any colour schemes. *Participants*, who take part in the competition must ensure that the graphics materials they have prepared can be easily reproduced and published.
- 8.3. The digital data carrier submitted or sent by normal post with copied A1 format pages for potential printing. So that the project materials can be presented at an exhibition or be published, the *participant*, in addition to the listed documents, must submit the materials in an electronic .pdf form or .jpg format as 300dpi resolution images on an A1 format page.
- 8.4. The materials which are mentioned in sections 8.1., 8.2. and 8.3. must be submitted or sent by normal post in A3 format parcel post form to the competition *organizer* no later than 5pm on 15.10.2013, (post office's stamp). The section 8.1. materials must be in a sealed envelope, with the following notice attached to it:

# Open and international competition for the best concept of an architectural idea and architectonic solution for the object "FOOD SUPERMARKET WITH ADDITIONAL SERVICES"

### TENDER FOR THE ARCHITECTURAL IDEA COMPETITION

Code-name – "....."

- 8.5. The materials which are mentioned in section 8.2.6., must be sent by e-mail to the competition *organizer* no later than 5pm on 15.10.2013. The materials must be sent in an electronic .pdf form or .jpg format as 300dpi resolution images on A1 format pages.
- 8.6. The format of the materials to be submitted;
  - 8.6.1. The tender must be formatted in the English language in any graphics or colour's technique.
  - 8.6.2. Tenders which have not been formatted in accordance with the requirements of the competition regulations may not be evaluated.

# 9. Evaluation criteria for participants' tenders

- 9.1. The *jury* commission evaluates the architectural idea's tender's quality according to the following criteria:
  - 9.1.1. The competition object's town planning quality criteria, the building's incorporation in the context of the environment, the expressiveness of the building and facades, the overall architectonic solution, the use of contemporary materials, 30%;
  - 9.1.2. The functional quality of the project solution (the rationality of the building's overall planning, the General Plan solution, the car parking placement) 20%;
  - 9.1.3. The energy effectiveness solution -20%;
  - 9.1.4. The project's technical-economic construction effectiveness indicators 15%;
  - 9.1.5. The sketch and technical project's planning costs and terms -15%.

### 10. Number of prizes, their value, payments and principles for their division

- 10.1. The competition's prize fund is Euro 18,000 (eighteen thousand Euro, without VAT tax), which is divided up as follows:
  - 10.1.1. First place Euro 7 000;
  - 10.1.2. Second place Euro 4 500;
  - 10.1.3. Third place Euro 2 000;
  - 10.1.4. The sums shown are without VAT tax.
- 10.2. The competition's *jury* commission has the right to decide on changing the divided proportions of the prize fund, without changing the size of the total prize fund, which is the final sum. Each prize recipient is responsible for the payment of taxes and duties in their own country.

- 10.3. Participation in the competition and the gaining of a prize by competition participants does not guarantee the signing of a contract for the development of a sketch-technical project with the *client*. The decision on which of the candidates it will sign a contract with, or whether it will, will be made by the client after the closure of the competition.
- 10.4. The competition *client*, with the agreement of the competition work author, can buy out any of the competition works which did not receive a prize, for a sum which is not less than Euro 1,000 (without VAT tax).

# 11. Copyright

- 11.1. A competition *participant*, on submitting a competition work to the competition *organizer*, accepts this work's participation in exhibitions and publication in the media without additional agreement.
- 11.2. The architectural idea's project tenders which have been awarded prizes become the property of the client to the full extent of all of their property rights.
- 11.3. The participant retains the author's personal rights, which include therein the rights to be recognized and named as the author as well as the naming copyright, which includes within it the requirement for the author's name to be shown in cases where the work is published in the media or exhibited.
- 11.4. The competition works, which have not received prizes or been purchased from the author, can be reclaimed a month after the publication of the competition results. After the end of the term mentioned, the competition *organizers* are not responsible for the storage of the work.
- 11.5. The use of any competition work in the further planning process is permitted purely and only with the written agreement of the author of the work.

# 12. Opening of the competition's code-named envelopes

- 12.1. After the *jury* commission has made a decision, the envelopes which are marked with the code-names of the winning sketch project will be opened. After the *jury* commission has made a decision, a new statement will be prepared showing the winning sketch project authors.
- 12.2. After the *jury* commission has made a decision, all of the *jury* commission members present sign the statement and the pages with the winning sketch project code-names and information about the authors.
- 12.3. The competition code-names' envelopes may only be opened after the completion of the evaluation, when each jury member has signed the jury report.
- 12.4. If a competition tender author does not conform to the *participant* criteria mentioned in the competition regulations, all of the prizes awarded to the author will be annulled.

### 13. Decision on the acceptance and announcement of the competition results

- 13.1. The code-name envelopes will be opened at the jury committee meeting, at which only representatives of the competition organizer and client can take part.
- 13.2. At the jury commission meeting the sealed envelopes which contain the decoded code-

names will be opened, and the sketch project authors and the relevant code-names, as well as the places and division of prizes will be announced by the *jury* commission.

13.3. After the activities mentioned the meeting will be closed.

# 14. Competition closing rules

- 14.1. If the winner of the competition wishes to give some of the subsequent work to sub-contractors, then this has to be approved with the client.
- 14.2. On any differences of opinion in relation to the competition procedure, the opinion of the LAA will be sought, and, if a solution cannot be found, then the conflict will be solved in accordance with the laws of the Republic of Latvia.
- 14.3. Competition regulation de jure the primary text is in Latvian.

## 15. Appendices to the competition regulations (in digital format)

- 15.1. The building site's boundary plan (1 file);
- 15.2. The topographical survey (1 file);
- 15.3. A geological investigation at 3 drilling hole points (1 file);
- 15.4. Detail planning's condition (3 files);
- 15.5. The building site's photo (6 files);
- 15.6. The Architectural Planning Task (1 file).





Open and international competition for the best concept of an architectural idea and architectonic solution for the object

# "FOOD SUPERMARKET WITH ADDITIONAL SERVICES"

(on the building site at Rigas district, Garkalnes territory, Berģi, Rigas-Siguldas highway 8)

## APPLICATION FOR THE COMPETITION

# Applicant:

Company (only the legal person's) name and Registration No.	
Authorized person's name and surname	
Country represented	