

CÈRAMICA 2026 – OPEN CALL B

PARTICIPATION IN THE EVENT BY NON-PROFESSIONAL CERAMICISTS

Montelupo Fiorentino | December 2026

CALL FOR APPLICATIONS

Subject: Selection of non-professional ceramicists to participate in Cèramica 2026.

The Municipality of Montelupo Fiorentino

in implementation of Municipal Executive Committee Resolution No. 80 of 18 June 2026

HEREBY ANNOUNCES

that a public call for applications is being launched to select non-professional ceramicists to participate in the special commercial event held as part of Cèramica 2026, pursuant to Tuscany Regional Law No. 62 of 23 November 2018, as subsequently amended and supplemented.

1. Scope

- This Call governs the selection of Italian and international non-professional operators engaged in the self-production of ceramics, in accordance with Tuscany Regional Law No. 62/2018, as subsequently amended and supplemented, and as implemented by the Municipality of Montelupo Fiorentino's Regulation on Trade in Public Spaces, approved by Municipal Council Resolution No. 9 of 19 February 2026.
- The pitches for non-professional ceramic makers will be located in the historic centre of Montelupo Fiorentino: Piazza S. D'Acquisto, Via Baccio da Montelupo and, near the Ceramics Museum, Piazza V. Veneto. Further details are provided in Annex A – Site Plan and Annex B – Technical Information.
- For the purposes of this Call, a “pitch” means the public space allocated to a participant for the sale of self-produced goods. The Municipality will provide each participant with a gazebo located within the assigned pitch.

2. Event dates and opening hours

- The market event will take place on the following dates and at the following times:
- **First weekend:** 5, 6, 7 and 8 December, from 10:00 a.m. to 8:00 p.m.;
- **Second weekend:** 12 and 13 December, from 10:00 a.m. to 8:00 p.m.;
- **Third weekend:** 19 and 20 December, from 10:00 a.m. to 8:00 p.m.
- The technical specifications, set-up procedures and services provided to participants are set out in Annex B – Technical Information.
- Applicants may indicate that they wish to participate in one, two or all three weekends. The ranking list and the allocation of pitches will follow the criteria set out in this Call.
- Participation for individual days only is not permitted.

3. Eligibility requirements

- Applicants must meet the following requirements. Applicants must:
- meet the good-repute requirements laid down in Article 11 and the requirements laid down in Article 40-bis of Tuscany Regional Law No. 62 of 23 November 2018;
- declare that, before participating in the event, they undertake to apply for the identification card described in Section 8 below.

4. How to apply

- Applicants must complete the application form (Annex C) and submit it by certified email (PEC – Italian certified email) to comune.montelupo-fiorentino@postacert.toscana.it, or deliver it by hand to the Ufficio Unico (Municipal One-Stop Office) of the Municipality of Montelupo Fiorentino.
- Participants are required to comply with all statutory provisions governing the sale of self-produced goods.
- The following documents must be attached to the application:
 - a brief description of the applicant's non-professional practice;
 - a brief description of the ceramic practice and production processes;
 - photographic documentation of the works proposed for exhibition and sale (maximum five photographs);
 - illustrative documentation showing the proposed pitch set-up. Photographs of displays created for previous events may also be submitted;
- two photographs representative of the applicant's ceramic practice, to be used, if selected, on the event website and social media channels (square format, 1080 × 1080 pixels);
- a description of five to six lines for publication on the event website and social media channels;
- a copy of a valid identity document.
- **Applications must be submitted by 30 September 2026.**

5. Participation fee

- Applicants must indicate in the application how many weekends they intend to attend. They also acknowledge that, if allocated a pitch, they must pay the event participation fee through the PagoPA system. The fee is €25.00 for each day of the event.
- The participation fees for the different weekends are therefore as follows:
 - First weekend – 5, 6, 7 and 8 December: **€100.00**
 - Second weekend – 12 and 13 December: **€50.00**
 - Third weekend – 19 and 20 December: **€50.00**

6. Selection criteria

The ranking list will be drawn up by a Selection Committee that will include experts in artistic and craft ceramics. The Committee will assess the alignment of the activities proposed by applicants with the aims and cultural programme of the event.

The ranking list will be drawn up on the basis of the following criteria, for a maximum total score of 80 points:

Participation in more than one weekend: up to 20 points;

Alignment with the event programme: up to 60 points, assessed on the basis of the following elements:

- exploration of form and materials;
- stylistic and decorative coherence;
- originality of the works and techniques used;
- quality and approach of the proposed stand set-up.

7. Allocation criteria

The Selection Committee will allocate pitches in ranking order across the weekends requested by applicants.

Applicants may submit comments within five days after the ranking list and allocation site plan are published.

Applicants who are no longer able to participate due to circumstances arising after selection must promptly notify the Municipality in writing, stating the reasons. In the event of withdrawal, the pitch will be offered to the next ceramic maker on the ranking list until it is exhausted.

Participation fees already paid will not be refunded.

The number of pitches may vary depending on the structures available and the number of applications received.

8. Applying for the non-professional operator identification card

Under Tuscany Regional Law No. 62/2018, anyone wishing to participate in markets in Tuscany as a non-professional operator must hold an identification card.

Applicants residing in Tuscany may apply for the card through their municipality of residence. Applicants who do not reside in Tuscany must apply through the Tuscan municipality in which the first market they attend is held.

The identification-card application form is attached to this Call as Annex D. Full information is available at the following link:

[Request for the issue of a non-professional operator identification card](#)

For further information, please email suap@comune.montelupo-fiorentino.fi.it.

The card is valid for one year from its date of issue and may be used throughout Tuscany for a maximum of 10 events. It must be officially endorsed each time the holder participates in a market. For Cèramica 2026, the card may be endorsed at MMAB, Piazza V. Veneto 10/11, Montelupo Fiorentino.

• **Applications for the card must be submitted no later than 2 November 2026.**

9. Final provisions

For any matter not expressly governed by this Call, the provisions of Tuscany Regional Law No. 62 of 23 November 2018, as subsequently amended and supplemented, and the Municipal Regulation on Trade in Public Spaces, approved by Municipal Council Resolution No. 9 of 19 February 2026, will apply.

10. Processing of personal data

Pursuant to Regulation (EU) 2016/679 (GDPR), participants are hereby informed that the personal data they provide will be processed by the Municipality of Montelupo Fiorentino solely for purposes connected with this selection procedure.

The Municipality of Montelupo Fiorentino, as Data Controller, with offices at Viale Cento Fiori 34, Montelupo Fiorentino, will process the data primarily by electronic and digital means, in accordance with the principles of lawfulness, fairness and transparency, for the performance of the institutional functions connected with the management of the selection procedure.

The data will be retained for the time required to complete the procedure and thereafter in accordance with the legislation governing the retention of administrative records.

Data subjects may exercise the rights provided for in Articles 15 et seq. of Regulation (EU) 2016/679 and may lodge a complaint with the Italian Data Protection Authority.

The Data Protection Officer (DPO) of the Municipality of Montelupo Fiorentino is SI.QU.AM S.r.l., which may be contacted by email at dpo@comune.montelupo-fiorentino.fi.it.

11. Information about the procedure

The officer responsible for the procedure is Elena Corsinovi.

For information and clarification, please contact the SUAP Office by telephone on +39 0571 917578 or +39 0571 917508, or by email at suap@comune.montelupo-fiorentino.fi.it.

This Call, the application forms and the related annexes are published on the official website of the Municipality of Montelupo Fiorentino.