



FINAL INSTRUCTIONS & TIMETABLES BAZAAR 2012

Final Instructions

- Food/drinks are allowed only in the International Restaurant area. This also applies to taste samples. You are still free to sell unopened or wrapped bottles/food from your National Stands.
- The whole area of the Bazaar is Non Smoking. Ashtrays are provided outside the building in front of the main entrances only.
- Nations are allocated a number of tables. Your allotted tables will be placed in your assigned space. You are responsible for assembling and dismantling the tables. Make sure that your volunteers bring an adjustable wrench or a socket wrench size: 13, 14 and 17 to assemble tables.
- On Sunday, tables and chairs must be dismantled, put in the designated place, and your area cleaned.
- The NATO Building is expected to be handed back to the NATO authorities in exactly the same state as we found it. Therefore, each Nation is asked to fold boxes and dispose of their rubbish/waste in the designated containers. We recommend that you bring a vacuum cleaner and a broom for cleaning up your area.
- The NCB Board will have an information desk in front of the Luns theatre.
- No food, drinks or unaccompanied children will be allowed in the Luns theatre where the Tombola will take place.

Reminders

- **ACCESS TO NATO:** The following people will have access to the Bazaar: NATO/SHAPE/NC3A Pass holders and their close family (mother, father, children, brothers and sisters. No aunts, uncles, cousins or neighbors) in the same car, Staff Centre members, guests with kids under the age of 12 (with 1 Guest Card per guest), helpers on the list (with their Helper Card), people delivering as long as their name was submitted in advance.
- **HELPERS:** Helpers will access with their car through Gate Z. Guests will leave their car on the Guest Car Park and will access through the main entrance.
- **NATIONAL STAND SPACE:** When you arrive on Saturday, your National Stand space will be delineated by the placement of the tables. The Fire Inspector and the Bazaar Coordinator will do a walk through of all the stands on Saturday beginning at 12h. If a stand is blocking an entrance or some other walkway needed for fire safety, the stand must be modified to meet all fire safety requirements.



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- **NAME PLATE:** Each nation will be provided a name plate showing the country's name and national flag. The card will be hung above the stand and needs to be returned when the Bazaar is over. Only name plates can be hung from the ceiling.
- **DECORATIONS:** Nations are free to decorate their Stands as they wish, but there are to be no nails, tacks or glue on the walls, and no staples or other damaging materials on the tables. Please bring a free-standing frame.
- **FOOD ON SATURDAY:** There will be the opportunity to purchase lunch and drinks on Saturday from the International Restaurant where some nations will open their Stand.
- **SELLING ON SATURDAY:** Each nation may decide if they wish to sell items on Saturday. Pre-sale of food/drink tickets might be possible for use on Sunday from some nations.

Timetable Saturday 17 November:

- 08.00:** Set-up of the Stands starts with volunteers from each nation.
- 09.00 to 11.00:** Handing in of Tombola prizes at Luns Theater.
- 11.00:** Opening Ceremony Rehearsal.
- 12.00:** Walk through with Fire/Facilities
- 14.00:** Closing of the Restaurant area.
- 16.30:** Closing of the whole Bazaar area. (**Note!** If you are finished before 16.30, it is your own responsibility to ensure the security of your Stand until the area is closed).

Timetable Sunday 18 November:

- 08.00:** Opening of the Bazaar area.
- 09.15:** Photo session at the stage.
Note! All National & Assistant National Representatives in place on time.
- 09.45:** Opening Ceremony on the Podium in the small cafeteria.
- 10.00:** **Bazaar Officially Opens to Public**
- 10.15:** Patrons preview International Restaurant
- 11.00:** Patrons preview National Stands
- 13.00:** Tombola Ticket Sales ends
- 14.00:** Tombola starts.
- 16.00:** Return of nation plates to NCB information desk.
- 16.30:** Closing of the Bazaar. (**Note!** All stands need to follow the clean-up procedure and be checked out by a NCB Board Member before they can leave).



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Have a great time.

Together we're raising money to support wonderful Belgian and International Charities.

CONTACT NUMBERS:

Should you have any questions or problems during the Bazaar, please contact the appropriate member of the NCB Board by GSM or go to the NCB Info Table in front of the Luns Theater. Help yourself by typing these phone numbers in your telephone ☺

Vice-president & Bazaar

- Jette Holm Kristensen – GSM 0498-036-601

International Restaurant

- Vënus Kardal - GSM 0487-567-491

Tombola

- Rebecca Verdoes – GSM 0499-728-883
- Stephanie Matthews – GSM 0474-170-843

President

- Susanne Christtreu – GSM 0491-355-806