



## FINAL INSTRUCTIONS & TIMETABLES BAZAAR 2013

### Final Instructions

- Food/drink is only allowed in the International Restaurant area. 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 at all regular entrance points.
- 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 must be cleaned.
- NATO is open for “business as usual” on Monday morning. Each is expected to leave the NATO premises in exactly the same state as we normally find 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 in the Press Hall staffed by the NATO International Club (NIC).
- No food, drink 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 Pass which grant access to the NATO compound and Staff Centre as well as SHAPE and NCIA (The Hague) exchangeable pass holders and their immediate family members (spouse, father, mother, son and daughter).
  - Those holding a valid NCB VIP, GUEST or HELPER Pass obtained in advance through the NCB Guest Coordinator.
  - People delivering goods on Saturday and or Sunday will have access as long as their name and information was submitted in advance to the Guest Coordinator.
  - Children under the age of 12 accompanied by an adult holding a valid pass do not require a pass.
  - The names and information of all approved musicians and entertainers must be submitted in advance to the guest coordinator. The form can be found on the NCB website.

**NOTE!** The absolute deadline for any and all pass requests is November 8<sup>th</sup> 2013.



# NATO Charity Bazaar

[www.natocharitybazaar.org](http://www.natocharitybazaar.org)

— ASBL —

- **HELPERS:** Helpers will have access by car through Gate Z. Guests must park their car in the Guest Car Park and enter on foot through the main entrance.
- **NATIONAL STAND SPACE:** When you arrive on Saturday, your National Stand space will be “marked” by the placement of the tables. The Fire Inspector and the Bazaar Coordinator will do a walk through 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.
- **NAME PLATE:** Each nation will be provided a name plate showing the country’s name and national flag. The name plate will be hung above the stand and must 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. Free-standing frames are allowed if there is space for it, but please aware - it can be very crowded.
- **FOOD ON SATURDAY:** There will be the opportunity to purchase lunch as well as something to drink on Saturday at the International Restaurant where **15** nations will sell food and/or drink.
- **SELLING ON SATURDAY:** Each nation may decide whether they wish to sell items on Saturday or not.

## Timetable Saturday 16 November:

- 08.00:** Set-up of all stands
- 09.00 to 11.00:** Handing in of Tombola prizes at Luns Theatre
- 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 17 November:

- 08.00:** Opening of the Bazaar area
- 09.15:** Photo session in front of the stage  
**Note!** All National & Assistant National Representatives in place no later than 9:10h
- 09.45:** Opening Ceremony at the podium (in front of the stage in the Cafeteria)
- 10.00:** **Bazaar Officially Open to Public**



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- 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's name 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 the Bazaar Coordinators before they can leave).

**Have a great time.**

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

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## KEY 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 Information Desk in front of the Luns Theatre in the Press Hall. Help yourself by adding these phone numbers to your contacts in your telephone ☺

### Vice-president & Bazaar

- Jette Holm Kristensen: 0498 03 66 01

### Assistant Bazaar

- Linda Aziz Skou: 0473 64 43 79

### Tombola

- Carla Bucalossi Quatrini: 0495 51 23 23

### Emergency Calls

- 4000 (all internal phones on the walls)
- 02 707 4000 (from mobile phones)

### International Restaurant

- Christina Arvanitaki: 0476 80 56 36

### President (only emergencies)

- Jimmie Bradshaw: 0494 66 08 55

### Guest Access

- Beckie Metelko: 0484 50 35 83

### Treasurer

- Alessandra Foresti: 0488 41 65 95