



2013

International Tombola Instructions (Part 1)

The International Tombola takes place on the day of the annual Bazaar. Prizes are donated by participating nations (at least two (2) prizes per nation worth minimum 100 € each). Tombola tickets are sold by members of each National Group within their delegations, to friends and at NATO during the weeks preceding the Bazaar, as well as by the Tombola Coordinator on the actual Bazaar day.

PRIZES

1. See “Bazaar 2013 | Preliminary Instructions” regarding “Getting support from sponsors”.
2. Make sure that all vouchers are valid for a reasonable period (**no less than 6 months**) after the prizes are drawn. Remember to tell the person or company from whom you ask for prizes that their name, as the sponsor of a prize, will be displayed at NATO. Ask for any advertising pictures, information or posters that we could use to promote prizes at the Tombola.
3. Notify the Tombola Coordinator as soon as you have received any prize (or promise of prizes). She will add that item to the updated prize list. We need a detailed description of the prize as well as the name of the sponsoring nation and the name of the company, business or individual donating the prize. Please **fill in the specific file that you received by e-mail** and send it back **by e-mail** to the Tombola Coordinator tombola@natocharitybazaar.org.
4. An updated list of prizes will be posted on the web weekly. Printed versions will be brought to you during Ticket Sales times.

TICKETS

Each participating nation is expected to sell Tombola tickets at NATO in the last few weeks before the Bazaar. The number of tickets given to each nation reflects the number sold by the nation in 2012. A drawing (lottery) will be held to assign dates and times for the selling of the tickets at NATO.

Should you have any question regarding the Tombola,
please email tombola@natocharitybazaar.org

International Tombola Instructions (Part 2)

Tombola tickets may be sold at NATO Headquarters as well as to the public. Each nation is given tickets to sell based on the number sold the previous year. However, if you find that you require more tickets, please contact the Tombola Team; Carla or Marilena on mail: tombola@natocharitybazaar.org to arrange a collection.

Please make every effort to ensure that the NAMES, TELEPHONE NUMBERS and EMAIL ADDRESS on the Tombola tickets are easy to read.

Updated list of Prizes

An updated list of prizes will be posted online regularly.

Selling at NATO HQ

Please arrive 15 minutes before you are to begin selling tickets. Tables and chairs will be set up for you in the Press Hall (ING Bank area) or in the Cafeteria. Another nation may already be set up in the sales area, so you may need to wait until they have finished. An up-to-date list of Tombola prizes will be available on site so you can tell customers what they might win. Money from tickets sold at NATO HQ is to be turned in with the rest of the proceeds from your national participation **AFTER** the bazaar. It might be a good idea to show some of your Tombola prizes during your sale of tickets at NATO.

Clean Up

Be sure to leave the area clean for the next group.

Set-Up Day - 16 November 2013

Please bring your Tombola prizes, all books of tickets (sold or unsold) and the Tombola ticket accounting sheet that you received with your tickets to the Luns Theatre (across from the ING Bank) from **9h00 to 11h00**.

The Tombola ticket accounting sheet should be filled in accurately to indicate the number of tickets sold and the number of any tickets remaining. Be sure that the Tombola Team takes note of your prizes and the tickets turned in. **Please DO NOT tear your ticket stubs from the stapled booklet!!**

All money from Tombola ticket sales will be transferred to the NATO Charity Bazaar account after the Bazaar, together with your National Stand and/or Restaurant Stand profits.

No money should be handed over before this time.

International Tombola Instructions (Part 3)

Handing in of Prizes

Prizes are to be handed in **on Saturday 16 November from 09h00-11h00** at the Joseph Luns Theatre, across from the ING Bank. No prizes will be accepted before that date. All prizes must be handed in promptly to allow time for the attractive display of the prizes.

Please attach a note to each prize with the following information:

1. Nation donating the prize
2. Sponsor
3. Prize description (if wrapped)
4. Name and phone number of contact person or national representative

Vouchers

For any prize involving a voucher, please ensure that the envelope containing the voucher is clearly labelled.

If any promotional information, such as posters or pictures, is available for your prize, please be sure to include it with your prizes and bring it to the attention of the Tombola Team.

Returning Tickets

All books of tombola tickets, both sold and unsold, and the tombola ticket accounting sheet are to be handed in **on Saturday 16 November from 09h00-11h00**. No money will be collected at that time.

Please DO NOT tear your tickets away from the stapled edge of the book.

Bazaar Day – 17 November 2013

The Tombola Team will organize a Tombola ticket sale on the day of the Bazaar. There will be no tickets sold on Sunday from National Stands. Tickets will only be sold from the Info Desk just outside the Luns Theatre and will cease at 13h00. The draw will begin at 14h00.

Claiming of Prizes

Prizes may be claimed immediately after the draw on Sunday. A complete list of winners, including name, nationality and ticket number, will be distributed throughout NATO by Monday 19 Nov to MILREP Delegations. The location for claiming prizes will be included in the list of prize winners.

Questions

Should you have any question regarding the Tombola, please contact our Tombola Team; Carla or Marilena on mail: tombola@natocharitybazaar.org