## FINAL INSTRUCTIONS & TIMETABLESBAZAAR 2014

**Set-Up**

* 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.
* 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. If there are any questions about the number of tables, please ask.
* 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.
* Each nation may decide whether they wish to sell items on Saturday or not.
* Several restaurant stands will be open to purchase food or drink from 1100-1300 on Saturday.
* Tombola prizes may be turned in to the Luns theater on Saturday from 0900-1100.
* Tombola tickets (unsold tickets and sold stubs) and ticket accountability sheet need to be turned in to the Luns theater on Saturday from 1130-1330. Tombola ticket sales end; only the NIC/NCB info table may sell tombola tickets on bazaar weekend.
* Each room/area will have a board member or board representative monitoring set-up procedures. They will be assisting in ensuring fire/safety and facilities guidelines are followed. If you have any questions, please ask the board member or representative in your area. If you cannot find them, please call the bazaar coordinator or visit the NIC table/NCB information desk.

**During the Bazaar**

* Ensure you bring plenty of change. Unlike tombola sales dates, the ING bank will not be open (only the ATM’s) and will not be able to provide anyone with smaller change on either set-up or bazaar day.
* 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).
* 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.
* Keep the area clean. Take trash outside (put IN the bins, not around) as needed; don’t save it all until the end of the bazaar.
* The NCB President & Vice-President will be escorting the patrons around the bazaar area. They will visit the restaurant area first. They have over sixty restaurant, national, and sponsor stands to visit. A board member or board representative will let you know when they are close to your stand. Please be ready to greet them and if you would like a photo group photo, have your volunteers ready. If they spend three minutes at each stand, they will take about four hours.
* Each room/area will have a board member or board representative monitoring the bazaar. They will be assisting in ensuring fire/safety and facilities guidelines are followed. If you have any questions or need help, please ask the board member or representative in your area. If you cannot find them, please call the bazaar coordinator or visit the NIC table/NCB information desk.
* In case of emergency (NATO security/fire needed immediately), please call x4000 from inside NATO or 02 707 4000.

**Do’s & Don’ts**

* 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. Food & drink for immediate consumption cannot be sold at national stands.
* The whole area of the Bazaar is Non-Smoking. Ashtrays are provided outside the building at all regu­lar entrance points.
* No food, drink or unaccompanied children will be allowed in the Luns Theatre where the Tombola will take place.
* Do not sell tombola tickets on bazaar weekend. They must be already accounted for and being turned in to the tombola team in the Luns Theater.
* Nations are free to decorate their stands as they wish, Free-standing frames are allowed if there is space for it, but please be aware - it can be very crowded.
	+ No nails, tacks, or glue on the walls
	+ No tape on painted portion of walls
	+ No staples or other damaging materials on the tables.
	+ Nothing hanging from the ceiling except for the country plaques.

**Clean-Up**

* Clean-up checklists will be on your table. If you need a new one please see the NIC/NCB Information desk.
* On Sunday, tables and chairs must be dismantled, put in the designated place, and your area must be cleaned.
* Once your clean-up checklist is signed off, bring that and your country plaque to the NIC/NCB Information Desk and turn it in to the board member there. Once this is complete, you may depart.
* 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. Please bring a vacuum cleaner and a broom for cleaning up your area.

**Timetable Saturday 15 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

**11.00:** Restaurant area opens

**11.30 to 13.30**: Handing in of Tombola tickets & accountability sheets

**12.00:** Walk-through with Fire/Facilities

**13.00:** Closing of the Restaurant area

**15.30:** Closing of the whole Bazaar area. (**Note!** If you are finished before 15.30, it is your ownresponsibility to ensure the security of your stand until the area is closed).

**Timetable Sunday 16 November:**

**08.00:** Opening of the Bazaar area for set-up

**09.15:** Photo session in front of the stage

 **Note!** All National & Assistant National Representatives in place no later than 9:10

**09.45:** Opening Ceremony at the podium (in front of the stage in the Cafeteria)

**10.15:** Patrons preview International Restaurant

**11.15:** Patrons preview National Stands

**13.00:** Tombola Ticket Sales at NIC booth ends

**14.00:** Tombola starts

**16.00:** Return of nation’s name plates to NCB Information Desk and commence clean-up.

**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.**

**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 ☺

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| **Bazaar Coordinator*** Emily Michnay: 0496 272901

**Secretary/Assistant Bazaar Coordinator*** Sarah Kibble Bonifazi : 0473 374229

**Treasurer/Assistant Bazaar Coordinator*** Alessandra Foresti: 0488 416595

**Tombola*** Carla Bucalossi Quatrini: 0495 512323

 **Emergency Calls*** 4000 (all internal phones on the walls)
* 02 707 4000 (from mobile phones)
 | **International Restaurant Coordinator*** Christina Arvanitaki: 0476 805636

**Assistant Restaurant Coordinators*** Eva Vintrová : 0488 462267
* Julija Vejic : 0499 969212
* Sabrina Janssens : 0473258739

**Vice-President & Guest Access*** Beckie Metelko: 0484 503583

**President (only emergencies)*** Jimmie Bradshaw: 0494 660855
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