

# ACCESS

Eleonora Colonna  
*Guest Coordinator*

## Who needs Guest or Helper Cards?

- Every person who has **NO** valid **NATO HQ PASS/card**.
- **NO** need to register people with a **NATO Temporary pass**
- **NO** need to register people with **AMIS cards** (SHAPE)

## Do we need to register children?

- Children **up to 12** are not required to have a pass, but they have to be accompanied by an adult who has a pass

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## How many Access Cards will be given?

- Each Delegation or Partner Mission will be given:
  - Max **5 Visitors** cards
  - Max **5 Helpers** cards (5 for Saturday and 5 for Sunday)

## How do we register Visitors and Helpers?

- You should have received a form, which must be filled in and emailed to [guest-coordinator@natocharitybazaar.org](mailto:guest-coordinator@natocharitybazaar.org) by **Friday November 4<sup>th</sup>**

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## How does the form look like?

### List of VISITORS and HELPERS - Bazaar 2022

Nation: \_\_\_\_\_

#### VISITORS

Nr	Title	Surname	First Name	Date of Birth	Nationality	Vehicle Type (If car needed)	Plate Number (If car needed)
1.							
2.							
3.							
4.							
5.							

#### HELPERS

Please indicate if they will be helping Saturday and/or Sunday and kindly note that **only 5 names** are to be registered **on Saturday** and **only 5 names** are to be registered **for Sunday**.

#### Saturday

Nr	Surname	First name	Date of Birth	Nationality	Vehicle type (If car needed)	Plate number (If car needed)
1.						
2.						
3.						
4.						
5.						

For more information, please contact: Ms. Eleonora Colonna, Guest Coordinator: [guest-coordinator@natocharitybazaar.org](mailto:guest-coordinator@natocharitybazaar.org)

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## What about deliveries?

- **Deliveries** should be treated individually by each Nation and announced separately to the **NOS office** thru their mailbox: [mailbox.nos-planning-office@hq.nato.int](mailto:mailbox.nos-planning-office@hq.nato.int)

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## Where should people enter from?

- **Visitors** and **Helpers** will need to use the entrance through **North Gate** (Staff Centre – *Rue Arthur Maes 1, 1130 Bruxelles*).
- All people with NATO HQ Access card (NATO ID, NATO Family Pass, AMIS cards) use the **South Gate** and may drive in, (*Blvd. Léopold III 1110, 1130 Bruxelles*).

## And for any additional information?

Eleonora Colonna [guest-coordinator@natocharitybazaar.org](mailto:guest-coordinator@natocharitybazaar.org)



October 12  
2021

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