



NATO Charity Bazaar

www.natocharitybazaar.org

— ASBL —

GENERAL INSTRUCTIONS National Stands - 2010

Reminders:

1. The NATO Charity Bazaar will take place at NATO HQ on Sunday, 21 November 2010. Although Sunday is the day the Bazaar is open to all visitors, volunteers from each nation set up their stands on Saturday 20 November.
2. The Bazaar is held with the personal permission of the Secretary General of NATO whose wife is our first Patron.
3. Items offered by nations at the Bazaar must be presented on a non-commercial basis. That is, no commercial vendors are allowed to participate as part of a nation's stall and all proceeds (less legitimate overhead costs) must be transferred to the NATO Charity Bazaar ASBL Bank account.
4. The final authority for all aspects of the Bazaar rests with the President of the "NATO Charity Bazaar ASBL" in consultation with the appropriate NATO authorities.
5. Nations shall strictly respect the deadlines and all instructions regarding security and organization of the event.

General Organization:

1. **Date and Time:** The Bazaar is officially open on Sunday from 10.30 to 16.30.
2. **Set-Up:** The set-up of the Stands takes place 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.
3. **Volunteer Sales:** Each nation may sell items for the volunteers setting up from 12h to 14h on Saturday.
4. **Assembling and Dismantling Tables:** On Saturday morning each nation should bring volunteers to help assemble the tables before the set up can start. On Sunday after closing time, each nation has to provide volunteers to help dismantle the tables.
5. **Final Details:** Final details and timetable will be given at the General Meeting on 9 November.
6. **Last Minute Reminders:** A reminder with all deadlines will be sent to all National Representatives and Assistants in November.

National Stands:

1. **National Stand Questionnaire:** The National Stand Questionnaire must be emailed back no later than **November 9th**. You can email the form itself or just send an email with the information to **coordinator@natocharitybazaar.org**
2. **Table Location:** The Bazaar Coordinator will assign each nation that participates with a National Stand a stall space and tables on space available basis. If possible, the same place as last year will be assigned to each nation. The final Floor Plan for the Bazaar will be handed out at the 9 November General Meeting.
3. **Size of Stand:** For security reasons, the space of each National Stand is limited to 5 meters long approximately. In case this instruction is not respected, a nation might be asked to dismantle part of its stand. In order to avoid any problems, each space for a National Stand will be delimited on Saturday by removable markings on the floor and the name of the nation. Nations are asked to keep those markings in place until the Fire Inspector and the Bazaar Coordinator, or Assistant, approve the actual positioning of each National Stand.
4. **Nation Card:** Each nation will be provided with a card showing the country's name and national flag. The card will be hung above the stand.
5. **Decorating Stands:** Nations are free to decorate their Stands as they wish, but there are to be no lit candles, no nails, tacks or glue on the walls, and no staples or other damaging materials on the tables. Lightweight objects may be suspended from the ceiling.
6. **Set-up and Clean-up:** Nations are responsible for setting up their stall the day before the Bazaar, for the operation of the stall during the Bazaar, and for cleaning up after the Bazaar so that the Bazaar area can be handed back to the NATO authorities immediately on completion of the Bazaar. Remember, you are responsible to assembling and dismantling your tables.
7. **Thank You Gift:** Each nation participating with a National Stand is kindly requested to provide one (1) bottle of wine as a thank you gift for NATO staff who volunteered their time to assist with this event. The one (1) bottle of wine should be delivered at the 9 November General Meeting

If you have any immediate questions or concerns about your national stand, please contact: Mrs. Robbin Warner, 2010 Bazaar Coordinator at 0493.24.03.56 (coordinator@natocharitybazaar.org)