**PLEASE READ IT CAREFULLY AND GIVE IT BACK SIGNED AT THE NEXT GAM, 23rd OCT. 2018**

**2018 NCB GUEST ACCESS GUIDELINES:**

**ACCESS TO NATO:** The following people will have access to the Bazaar: **NATO Pass/Family Card holders, Shape “AMIS-card” holders, Staff Centre members and those holding a valid NCB VIP, GUEST, HELPER, MUSICIAN, or DELIVERY pass obtained in advance through the NCB Guest Coordinator**. Companies 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. Also, the names and information of all approved musicians and entertainers must be submitted in advance to the guest coordinator. Children under the age of 12 accompanied by an adult holding a valid pass will not require a pass. All documents for access can be found at mid of October on the NCB website. **The forms must be filled out online and electronically returned** **(Word document).**

**Parking**: Helpers, deliveries, and musicians will have access by car through North Gate. Guests must park their car in the visitor parking at the South Gate ( limited space ) and enter on foot through the South gate entrance. VIP get access by car through South gate.

**Access Limits:**

**VIP**

Ambassadors and their immediate family (wife, parents and children) **or** their designated representative with their immediate family (Ambassadors with normal access to NATO do not require a pass). If a driver is being used, the driver’s information must be included on the VIP form. Please note on the form if the ambassador is sending a representative. Also, please note the appropriate title with each Ambassador’s name.

***Only ONE VIP CARD for one car (for the Ambassador)***

**Guests** – limited to 5 guests per nation.

**Helpers** – limited to 12 helpers per nation for one stand, 18 per nation for two stands (national plus restaurant). I

**Musicians**- limited by the number of time slots available on the day of the Bazaar (Stage manager will determine availability).

**Delivery** – **only commercial** delivery as needed per nation.

**We are asking for the cooperation of all nations in adhering to these guidelines. The guidelines are for the safety and security of all Bazaar attendees and will be STRICTLY ENFORCED. Thank you for your understanding and patience.**

**If you have any questions regarding these guidelines, please contact:**

 **Mrs. Anja Malms:** **guest-coordinator@natocharitybazaar.org****.**

**ACCESS REQUEST DEADLINE:**  2nd of November 2018, 17:00

**Later requests will not be accepted!**

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We have read and accepted the Guest Access Guidelines 2018!

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(Nation) (Date, Name, Signature)