## INSTRUCTIONS & TIMETABLESNATO Charity Bazaar 2018

(Please share this information with all members of your team)

**Date and Time**

* The NATO Charity Bazaar will take place at the **new NATO HQ on Sunday, November 18, 2018**.
* The Bazaar is officially open to the “public” from 10:15-16:00 on Sunday.

### **At a glance**

* We are all volunteers working together to raise money for charities. That is why we are organizing a NATO Charity Bazaar each year. The more money we raise, the more charities we can support.
* We do not have our own space for the Bazaar. NATO allows us to use their space, and we need to respect the facilities and security rules to continue holding the Bazaar at NATO Headquarters.
* This is an opportunity for you to showcase your country. Your efforts will be noticed and your events will be attended by Senior NATO leaders, Ambassadors, Military Representatives as well as national and NATO future leaders and countries and NATO.
* The final authority for all aspects of the Bazaar rests with the President of the “NATO Charity Bazaar ASBL” and his deputy in consultation with the appropriate NATO authorities. Nations shall strictly respect the deadlines and all instructions provided regarding security and the organization of the event.
* All advice or instructions provided by the NCB Board members must be followed and respected.
* 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 National Stand and all proceeds (less legitimate overhead costs) must be transferred to the NATO Charity Bazaar ASBL Bank account.

**Organization**

 **Set up day**

* When you arrive on Saturday, 17th November 2018, your National Stand space will be “marked” by the placement of the tables and tape on the floor. To avoid any confusion, your designated space will be identified with a name/flag card which must be returned at the end of the Bazaar. Each nation will receive the amount of tables they’ve requested up to a maximum of 10 tables. You are responsible for dismantling the tables.
* The Fire Inspector, the Bazaar Coordinator and the Vice-President will do a walk-through on Saturday beginning at noon (12.00 AM). 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.
* Each National Stand must be easily identifiable using a flag or banner. Nations are free to decorate their Stands, but usage of lit candles, nails, tacks or glue on the walls/windows, staples or other damaging materials on the tables is not allowed neither at National Stands nor at Restaurant Stands! Free-standing frames are allowed, if the allocated space allows for it.
* Each nation may decide, whether they wish to sell items at their National Stand or purchase food or drink at their Restaurant Stand between 11:00 and 14:00 on Saturday.
* Tombola prizes must be turned in to the Press briefing room on Saturday between 09:00-11:30.
* Tombola tickets (unsold tickets and sold stubs) and ticket accountability sheets need to be turned in to the Press briefing room on Saturday between 09:00-11:30. Tombola ticket sales end for Nations; only the NCB information desk may sell tombola tickets on the Bazaar weekend.
* The Bazaar Coordinator and the Board members, easily identifiable by a blue NCB T-Shirt, will walk around, monitor the set-up and assist in ensuring fire/safety and facilities guidelines, as needed. If you cannot find them, visit the NCB information desk.
* Each Nation is invited to provide two centerpieces for the tables inside the Restaurant area, preferably with a theme representing their country and/or flag. They have to be delivered to the Restaurant area on Saturday, 17th November 2018.

**During the Bazaar**

* Ensure no one under the age of 16 is inside the kitchen area. Only people with “kitchen area” stickers are allowed in the kitchen area to ensure it does not get overcrowded and dangerous. The NATO fire brigade will be monitoring this area.
* All personnel working in the kitchen area must wear a hair-net or cap.
* Nations are responsible for the tables, identified with their flags, inside the restaurant area, the area around their stand and making sure that the tables are not damaged.
* Nations are responsible for their stand area - please keep the area clean.
* Nations are responsible for ensuring adequate change is available on their stands. The ING Bank and Monte Paschi Bank will not be open (only the ATM’s) at the Bazaar Weekend.
* The NCB Board will have an information desk inside the AGORA to assist you during the Bazaar-weekend. The last Tombola Tickets will be sold here until 13:00.
* Helpers and commercial deliveries will have access by car through the NORTH gate. On Sunday commercial deliveries will be allowed until 09:45. All deliveries/items will be made through the public square entrance.
* Guests must park their car at the Visitor Parking / SOUTH Gate outside NATO and enter on foot through the SOUTH Gate entrance.
* The NCB President & Vice-President will escort the patrons around the Bazaar area and start their visit with the stands in the AGORA. They will have over sixty Restaurant, National, and Sponsor Stands to visit. Please be ready to greet them for a limited amount of time. If they spend three minutes at each stand, it will take about three hours. If you would like a group photo have your volunteers ready.
* In case of emergency (NATO security/fire needed immediately), please call x8000 from inside NATO or 02 707 8000, or contact a Board member, Security Officer or Fireman.
* If you have any issues or emergencies on your stand, please contact the NCB Information desk, they will contact the responsible person for you.

**Do’s & Don’ts**

* Served 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 NATO Charity Bazaar is a Non-Smoking area. Designated smoking areas are identified/marked outside the building.
* No food, drinks or unaccompanied children will be allowed in the Press briefing room where the Tombola will take place.
* According to safety and security regulations, no unsupervised children, no running, no scooters/wheelies will be allowed inside the NATO HQ during the Bazaar weekend. Usage of stairs and elevators inside NATO HQ is only allowed for national purposes only.
* NATO and the NCB will not be held accountable in case of injury, theft or damages.

**Clean-Up**

* Tables and chairs must be dismantled and your area must be cleaned.
* When you clean up your area please find a Board Member, who will check your space and countersign your clean-up checklist. Please hand over your list and your country plaque personally at the NCB information desk, before your departure.
* Please remember: NATO is open for “business as usual” on Monday morning. Each of us is expected to leave the NATO premises in exactly the same state as we would normally find it. Therefore, each Nation is asked to fold boxes and dispose of their rubbish/waste in the designated containers. Please bring a broom etc. for cleaning up your area.

**Timetable Saturday 17th November:**

**08.00** Start of the set-up of all national stands

 **09.00 - 11.30** Handover Tombola prizes, Tombola Tickets and accountability sheets at Press briefing room

**10:45** All helpers meet in front of stage and Opening Ceremony Rehearsal

**11.00:** Restaurant area opens

**12.00:** Walk-through Bazaar Coordinator, Vice-President with NOS and Fire Brigade

**14.00:** 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 18th November:**

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

**08.45** VIP-Morning-Coffee in the “Diplomat” Restaurant (only by invitation)

**09.30** Photo session in front of the stage. Please Note! All National & Assistant National Representatives and Board Members have to be in place not later than 09:25

**09.45** Opening Ceremony on stage with Patrons, Sponsors & Head Group NCB

**10.15** Patrons, President and Vice-President “Walk through”, starting in the AGORA

**10.15** National Stands and Restaurant area open

**13.00** Tombola Ticket Sales at NCB information desk ends

**14.00** Tombola draw starts at Press briefing room and prizes can be picked up

**16.00** Closing of the Bazaar. Start of clean-up (**Note!** All stands need to follow the clean-up procedure and be checked out by the Board Members. Return of the nation plaque and hand over of the cleaning checklist at the NCB Information desk before your departure).

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**I’ve read and accepted the procedures and instructions listed above!**

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(Nation) (Date, Name, Signature)