15th INTERNATIONAL CHRISTMAS CHARITY BAZAAR

Saturday, 1st December 2018

2nd ICCB General Meeting
Monday 8th October 2018
Embassy of Finland in Vilnius
Agenda

1) 2018 Event Overview
2) Entertainment & Lottery prizes
3) Workshop
4) Press Event
5) Facebook Publicity
6) Christmas Tree Ceremony
5) Participation Guidelines
6) Next Meeting & Contact Details
7) Questions
ICCB 2018

- Saturday 1st December, Vilnius Town Hall (Rotušė)
- Stand placement to be decided by lottery
- Workshop for making Christmas Decorations
- Press Event to promote your stand
- The lighting of the town Christmas tree is usually a part of the event

Indoor and outdoor stands managed by Embassies, IWAV & international schools offering hand-made crafts, souvenirs and Christmas treats in exchange for donations.
Can you offer entertainment?

• Small stands, inside /outside
• Performers during the event e.g. singers, dancers, musicians - inside & outside options
• placement depending on space available
Can you offer entertainment?

- Please let us know by October 8th if you are considering any entertainment
- Confirmation with specifics is needed by 3rd General Meeting November 19th
- Contact: iccblietuva@gmail.com
Can you offer a lottery prize?

• Each prize should have a minimum value of 50 Euros, it can consist of many small items together as a gift package
• Maximum value 200 Euros (for tax purposes)
• Prizes can be for example a large item from stand sponsor, a gift from Embassy/School, a basket filled with products from stand
Can you offer a lottery prize?

• Let us know in advance if you will contribute with a prize
• Prizes can be brought to the General Meetings (or contact ICCB)
• Information about the prizes will be added to advertised prize list on the ICCB website / Facebook
• Logo and information will be displayed at the lottery stand at the Bazaar
• Contact iccblietuva@gmail.com
Lottery

- Ticket price is 2 Euros per ticket
- Tickets will be available at 2nd General Meeting October 8th
- Pre-sale of lottery tickets starts immediately.
- The sum of money from selling the tickets will be added to the stand total
- Sell, sell, sell !!!
- Lottery draw at 15:00 at the Bazaar
- Results will be published on ICCB website
Workshop

- We invite all stands to come together to make Christmas ornaments.
- 6th November 2018, 10:00-13:00 at Embassy of Finland, K.Kalinausko g. 24
- Cost 10 Euros per stand for 2-3 persons to participate.
- Each stand keeps ornaments they make and can sell them at the Bazaar
- More details via email, so please let us know if you are interested in participating

Confirmation of participation by November 2nd
Press Event

• A “mini-bazaar” to showcase to press a selection of participants and products available
• Edible items to share always popular!
• National dress, flags and decoration encouraged
• Tuesday, 27th November 2018, 11.00 set-up starts at 10:00)
• Finnish Embassy, K.Kalinausko g. 24
• More details via email
• Confirmation of participation by 3rd GM November 19th
Facebook Publicity

• Each stand is invited to be featured on the ICCB Facebook page, throughout November
  https://www.facebook.com/ICCB.LT

• Each stand is asked to send:
  – Up to 5 photos (JPEG format) of some of their stand’s items with a short description
  – A short greeting to ICCB Facebook page followers (1 – 2 sentences) in English and Lithuanian (and native language if desired).

Send to iccblietuva@gmail.com asap
Lighting Christmas Tree

- Exact time etc TBC
- Ceremony to light Rotušė Christmas Tree 17:00 on Bazaar Day
- Opportunity for Ambassadors or Embassy employees/spouses
- Christmas greeting in national language
- National dress preferable
- If you are interested in participating please let us know

Email: iccbleituva@gmail.com
Participation Guidelines

How to prepare for the bazaar...

• Planning
• Stand Management
• Country Displays
• Treasurer info
• Sponsor Recognition
• Lottery
• Outside stands
Indoor Stands

- Stands available:
  Standard size - 1,5-2m x 2m
  Larger size - 1,5-2m x 3m
- Standard size includes 1 table, 1 chair & 2 shelves on back wall
- All food/drink containers/packages must be packaged for Indoor Stands, with labels of ingredients in both English and Lithuanian
- Set up on Friday November 30th between 17:00 and 20:00 (timeslot will be given) and Saturday, December 1st 9:30 – 11:00
Outside Stands

- 10 stands outside
- Tents or Igloos in random places in the Rotuse square.
- Appr. 5-6.5m diameter by 3-3.5m high, door, see through glass
- Open food/drink containers in Outside Stands only
- Set up on Saturday 1st December 8:00-11:00
Stand Management

- All stands are managed by an Embassy or a Consulate recognized by the Foreign Ministry of Lithuania, or an International school in Vilnius, or IWAV.
- Each stand is self-managed
- The stand manager, who is connected to the Embassy, should be named
- Suggestion of a minimum of 4 volunteers, a treasurer and other volunteers working in shifts if desired.
- If you need volunteers to help you, please ask at the ”Volunteer table” in the entrance hall and we will try to help you.
Stand Management

• Stand Manager kit, including stand location, badges etc will be given out at 3rd General Meeting
• Have your badges visible, no entrance to Rotuse without
• Each stand receives five badges for entrance before opening ceremony
• Bring plastic bags for your stand for trash and clean-up
• Do not leave without cleaning up and emptying your stand and depositing trash to given places!!!

EVERSHEDS SALADŽIUS
Country Displays

- Mandatory hand-made items
- Traditional costume / outfits appreciated
- Decorate your own stand, remember it is Christmas
- Anything outside your stand space is forbidden: no roll-ups adverts, furniture, own entertainment (there will be general entertainment)
Labelling

• Price labels = donation labels - DONATION/PARAMA xxx Euros

• The word "price" is not allowed

• All food items inside must be wrapped and have ingredient list in English and Lithuanian.
Treasury

- Each stand to appoint their own treasurer – need own float/small change (100 euros) & secure money box
- All funds to be handed to the main ICCB treasurer at regular intervals
- Only cash payments in Euros
**Sponsor Recognition**

- Stand sponsors – max A3 sized poster with company logo in stand area
- No larger presentations
- Lottery sponsors will be presented by Lottery stand at Bazaar and Facebook/website
- Contact companies in your own country or those represented in Lithuania
- Larger sponsors or if you need assistance with potential sponsors please contact the sponsorship co-ordinator Irena Vaiksnoriene birenav@gmail.com
IWAV Stands

- IWAV Angel Boutique
- IWAV Boutique
- IWAV Book Stand
- IWAV Art Corner
- IWAV Outside Food Stand
Next Meeting

3rd General Meeting

Monday 19th November
10 AM – 12 Noon
Novotel Hotel

Stand Managers Only
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Monday, September 17th</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; General Meeting, 10:00 – 12:00, Novotel Hotel</td>
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</table>
| Monday, October 8th   | 2<sup>nd</sup> General Meeting, 10:00 – 12:00, Finnish Embassy, K. Kalinausko gatve 24  
Deadline for confirmation of participation.  
Lottery Tickets and Posters available. |
| October - December    | Publicity for Christmas Bazaar on Facebook, website and media outlets                                                                          |
| Tuesday, November 6th | Workshop, Finnish Embassy, 10:00 – 13:00  
Decorating Christmas tree balls for the International Christmas tree at the Bazaar, open to all stands.  
Confirm participation by November 2<sup>nd</sup> |
| Monday, November 19th | 3<sup>rd</sup> General Meeting, 10:00 – 12:00, Novotel Hotel  
**Stand management only.**  
Stand packages, badges, tickets etc    |
| Tuesday, November 27th| Press Event at the Finnish Embassy, 11:00 – 12:00  
K. Kalinausko gatve 24  
Please inform on your registration form if you are interested in participating.  
Setting up starts at 10:00. |
| Friday, November 30th | Preparation of indoor stands from 17:00 – 20:00,  
Lottery tickets and money to be returned |
### Bazaar day: SATURDAY DECEMBER 1\textsuperscript{st} 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9:30</td>
<td>Vilnius Town Hall opens for stand managers only</td>
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<td></td>
<td>Please remember to bring the appropriate badge in order to be able to</td>
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<td>enter Rotušė.</td>
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<td>11:00</td>
<td>Stands must be fully prepared. Stand managers are asked to meet at the</td>
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<td>entrance to greet guests for the opening ceremony.</td>
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<tr>
<td>11:00</td>
<td>VIP opening concert and opening ceremony in Rotušė stairway</td>
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<td>11:20</td>
<td>VIP tour of stands inside</td>
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<td>VIP coffee</td>
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<td>12:00</td>
<td>Public opening of Rotušė</td>
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<tr>
<td>12:30</td>
<td>VIP tour of stands outside</td>
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<td>15:00</td>
<td>Lottery is drawn</td>
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<td>18:00</td>
<td>Event ends inside and outside</td>
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<td>18:00</td>
<td><strong>Clean-up. Do not leave anything in your stands, bring trash to assigned places.</strong></td>
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<td>Post-Bazaar Events</td>
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<td><strong>Wednesday December 12th</strong></td>
<td>Handover ceremony, 10:00 – 12:00, Kempinski Hotel</td>
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<td><strong>Friday December 28th</strong></td>
<td>Last day to collect lottery prizes. Unclaimed prizes will be used for charity purposes.</td>
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Questions?

http://www.iccb.lt/
https://www.facebook.com/ICCB.LT/

Committee can be contacted:

iccblietuva@gmail.com
... Only 54 Days until the 2018 Bazaar!