



VOLUNTEER REGISTRATION FORM

Name:

Address:

Home Phone:

Cell Phone:

Preferred day time phone number:

Email:

Availability Day and Time

Saturday May 4, 2018

Sunday, May 5, 2018

Arrival time 9:00 am

Please select your option:

| | | |
|----------|-----------|-----------------|
| Option 1 | Saturday | 10:00 - 5:00 pm |
| Option 2 | Sunday | 10:00 - 5:00 pm |
| Option 3 | Both days | 10:00 - 5:00 pm |

T-shirt Size – Please select your option

| | Small | Medium | Large | XL |
|---------------|--------------|---------------|--------------|-----------|
| Unisex | | | | |

Dietary Restrictions (Please List)

General Information

Upon arrival please go to the Volunteer/Exhibitor Lounge to pick up your volunteer package, which will include your t-shirt, name badge and job description. We will be providing you with a short orientation which will give you time to become familiar with the show floor.

List of Volunteer Positions Available

Please select from the list below all the position(s) you would be interested in volunteering for. Some volunteer positions may have to be rotated for a short time frame if they are not filled.

Main Entrance

1. Main Entrance Greeter #1
 - Monitor lineup and provide pet waivers to move line-up along
 - Accept and store any dog crates for people who came off public transit
2. Main Entrance Greeter #2
 - Scan eTickets
 - Accept signed pet waivers
 - Stamp hands for entrance
3. Main Entrance Greeter #3
 - Keep track of how many people have exited the show for fire safety precautions on maximum capacity requirements. (Good position for those that need to sit)

Side Entrance

- Monitor East Street Entrance to direct attendees to box office.
- Distribute boxed lunches to volunteers and staff.
- Monitor entrance to volunteer/exhibitor lounge.

Attendee Bag Fillers (2 people required)

- Filling attendee bags with promotional material

Kiwanis and Kinsmen Lower Foyer Greeter (2 volunteers)

- Volunteer will give directional assistance to attendees at bottom of the staircase and elevator.
- Hand out Attendee Bag

Information Booth (2 People Required)

- Assist attendees with any questions.
- Organize and monitor door prizes.

Door Monitor for Dog Elimination Area (2 people)

- Access to the outdoor dog elimination area requires monitoring for paying patrons. The Fire Department requires the door to be closed while entering and exiting the building.

Volunteer/Exhibitor Registration Desk

- Distribute packages to volunteers and exhibitors
- Distribute boxed lunches to volunteers and exhibitors who preordered.

Please submit form to Tina Plett at tplett@kwexpoproductions.com
If you have any questions, please contact us at 519-496-2998.