



## **VOLUNTEER REGISTRATION FORM**

Name:

Address:

Home Phone:

Cell Phone:

Preferred day time phone number:

Email:

### **Availability Day and Time**

**Saturday May 4, 2019**

**Sunday, May 5, 2019**

**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**

	<b>Small</b>	<b>Medium</b>	<b>Large</b>	<b>XL</b>
<b>Unisex</b>				

## **Dietary Restrictions (Please List)**

### **General Information**

If possible, please arrive to the Kitchener Memorial Auditorium Complex, 400 East Avenue, Kitchener on Friday, May 3rd for a quick orientation to become familiar with the show floor. This orientation will be arranged with the Event Director, Tina Plett. Upon arrival please go to Load-in Door #11 to pick up your volunteer package, which will include your t-shirt, name badge, time schedule and job description. On Saturday and Sunday, please go to Load-in Door #11, to pick up your volunteer package from Brie St-Onge, the Event Co-ordinator.

### **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
  - Hand out exhibitor badges
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.
- Good position for those that need to sit.

**Attendee Bag Fillers (2 people required)**

- Filling attendee bags with promotional material
- Floater for Door Monitor Volunteers that need to go on break and Lunch.

**Kiwanis and Kinsmen Lower Foyer Greeter (2 volunteers)**

- Volunteer will give directional assistance to attendees at bottom of the staircase and elevator.
- Tell attendees that there are two full arenas.
- 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.
- Good for people who need to sit.

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