

2017 PORTLAND ROADSTER SHOW

VOLUNTEER SIGN UP

March 15 – 17 – Set up

March 17 – 19 – Show

March 19 – Tear-Down

Contact for questions:

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PORTLAND ROADSTER SHOW

VOLUNTEER RESPONSIBILITIES

- **Ticket Takers & Hand Stamps – Entry gates**
 - Take spectator ticket/passes and stamp hands
 - Answer general questions
 - Help with raffles, drawings, etc.
- **Door & Roving Security**
 - Monitor entry/exit doors to make sure locked, prevent non-paying customer entry, verify participant/vendor passes
 - Walk the show floor looking for inappropriate behavior and in general ‘be aware of your surroundings’
 - Be the ‘face of the show’ - answer questions, provide guidance and assistance to vendors & spectators
 - Help with set up & tear down traffic control and building access
 - If any issues arise, immediately contact a PRS Staff or Expo Security staff member. DO NOT CONFRONT ANYONE
- **Souvenir Booth Sales/Office Help**
 - Souvenir, T-Shirt, Memorabilia sales and support
 - Assistance in the front office or other areas needing administrative support
 - Answer questions of show participants
- **Wed/Thur move in support**
 - **Back Door Sign in** - register/sign-in participants and vendors, provide paperwork & layout support
 - **Vehicle placement** – assist vendors and participants in getting their vehicle/supplies to their space
 - **Battery/Gas Cap check off** – Check each vehicle for battery disconnect and gas cap tape up, provide check off label
 - **Parking Lot/Door Security** – monitor traffic and provide direction to entrants coming into the parking lots and building. General door access security
 - **Trailer Parking Lot Attendant** - control and direct trailer parking in the lot to maximize parking spaces. Keep lot locked at all times. Respond to special access request.
 - **Answer questions and provide general support**

BF 1/19/16

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**2017 Portland Roadster Show
Wednesday March 15
****SET-UP DAY DRESS WARM****
Back Door Vehicle Sign In & Office Help
VOLUNTEER LIST**

NAME	Cell Phone#	Email
8:00am-Noon		
Noon- 5pm		
5pm – 10pm		

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2017 Portland Roadster Show
****NEED HELP Sunday March 19 NEED HELP****
Back Parking/Trailer Lot Security (outdoors)
VOLUNTEER LIST

NAME	Cell Phone#	Email
8am-10am		
3pm- 7pm		
5pm-10pm Help with pack out and departure, traffic control		
Note – May need more help during show hours		