2017 PORTLAND ROADSTER SHOW

VOLUNTEER SIGN UP

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
- o 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

- o Souvenir, T-Shirt, Memorabilia sales and support
- o Assistance in the front office or other areas needing administrative support
- o 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
- o **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.
- o Answer questions and provide general support

BF 1/19/16

2017 Portland Roadster Show Wednesday March 15 ****SET-UP DAY DRESS WAR

****SET-UP DAY DRESS WARM**** Vehicle Inspection & Placement in Building Battery and Gas Cap Check Off

VOLUNTEER LIST

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2017 Portland Roadster Show Thursday March 16 ****SET-UP DAY DRESS WARM****

Vehicle Inspection & Placement in Building Battery and Gas Cap Check Off VOLUNTEER LIST

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2017 Portland Roadster Show Friday March 17

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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

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2017 Portland Roadster Show Thursday March 16 ****SET-UP DAY DRESS WARM**** Back Door Vehicle Sign In & Office Help VOLUNTEER LIST

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2017 Portland Roadster Show Wednesday March 15 ****SET-UP DAY DRESS WARM**** Parking Lot and Door Security (outdoors)

Parking Lot and Door Security (outdoors) VOLUNTEER LIST

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2017 Portland Roadster Show Thursday March 16 ****SET-UP DAY DRESS WARM**** Parking Lot and Door Security (outdoors)

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2017 Portland Roadster Show Friday March 17 Ticket Gates, Hand Stamp & Door/Roving Security VOLUNTEER LIST

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2017 Portland Roadster Show Saturday March 18 Ticket Gates, Hand Stamp & Door/Roving Security VOLUNTEER LIST

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2017 Portland Roadster Show Sunday March 19 **NEED HELP

NEED HELP** Ticket Gates, Hand Stamp & Door/Roving Security VOLUNTEER LIST

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| 6pm – Closing | Help with doo | r security, pack o | out and departure |
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2017 Portland Roadster Show Friday March 17 "C, D, E" Hall Back Door Entry Security (Hand Stamp) VOLUNTEER LIST

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2017 Portland Roadster Show Saturday March 18 "C, D, E" Hall Back Door Entry Security (Hand Stamp) VOLUNTEER LIST

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2017 Portland Roadster Show **Need Help **Sunday March 19**

** Need Help "C, D, E" Hall Back Door Entry Security (Hand Stamp)
VOLUNTEER LIST

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| 6pm – Closing | Help with do | oor security, pack o | out and departure |
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2017 Portland Roadster Show Friday March 17 Back Parking/Trailer Lot Security (outdoors) VOLUNTEER LIST

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2017 Portland Roadster Show Saturday March 18 Back Parking/Trailer Lot Security (outdoors) VOLUNTEER LIST

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2017 Portland Roadster Show Sunday March 19

NEED HELP **NEED HELP** Back Parking/Trailer Lot Security (outdoors) VOLUNTEER LIST

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| 5pm-10pm | Help with pack | out and depart | ure, traffic control |
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| Note – May 1 | need more help di | ıring show hou | rs |
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