

## VOLUNTEER/SHOW ASSISTANT CHECK-IN DESK

Parking entrance is in front of the LBCC off Pine St. It is \$15 a day. The check-in desk is on the 1<sup>st</sup> floor in the Promenade. Look for the VOLUNTEER/SHOW ASSISTANT CHECK-IN sign above my desk. **See Map (end of document)**. All workers will need to go there each day to check-in for your assignment. On your first day, I will need to make 2 copies of your driver's license, one for our paperwork and one for your badge. It is very important that you **PRINT your name** when you sign in. I will also need you to fill out a yellow sheet. This is a time sheet that I will fill out after the show with the hours that you work. It is important that you fill out your name, address, state & zip and you will need to sign the bottom of the page. **I cannot pay you if you do not sign the yellow sheet! If you are working for an organization, you do not need to sign the yellow page but sign a white page saying you are working for "org"**. When you have completed your shift, you will need to go back to the check-in desk to check out. If you are working the 2<sup>nd</sup> or 3<sup>rd</sup> shift of the day you may come early to receive your badge so that you may go to the show. Note: For all positions, it is important that you wear comfortable shoes! Fashion stops at the knees, so wear those tennis shoes or closed toes shoes that are comfortable for you.

## HANGING QUILTS FOR THE QUILT SHOW

Wear clothing suitable for climbing ladders. Please do not wear short shorts or open-toed shoes. There is no place to leave your valuables so please bring in as little as possible. Your lunch and a fanny pack with your personals are all you will need. There will be space for lunches close to where the quilts are stored down in the hall. There will be no place to buy lunch at the convention center during this time. There will be a water dispenser setup so please bring bottle drinks.

1. ***Please do not wear make-up when working with the quilts because often they will touch your face and make-up does not come off quilts.***
2. ***Wear white gloves at all times when handling quilts (we will provide).***
3. Work in teams of three, two people with experience.
4. Always put sheets on the floor to lay the quilts on.
5. There is a map for each of the exhibits and the quilts are packed in order to make it easy and fast.
6. ***Never leave the quilts on the floor unattended.*** Always assign one person to remain with the quilts on the show floor.
7. For any quilt hung as high as possible and still touching the carpet, place a strip of clean fabric on the floor under the quilt.
8. To hang the quilts correctly, measure rod against width of quilt. Adjust to exact length. Secure rod width with tape.
9. Insert rod into sleeve.
10. Hang black cords from top of wall. Adjust hook to approximate height.
11. Hang quilt by inserting hooks through sleeve into slit in back of rod.
12. Hang level on quilt.
13. Using black plastic tabs, adjust so quilt is perfectly level.
14. Hide ends of cords in folds of drape.

## PROGRAM SELLERS

To help relieve the T-shirt booth, program sellers will be stationed close to the front doors. The programs are sold for \$2 and you will be responsible for the money and programs. It is important for you to keep your wits especially during the morning shifts, as this is the high-volume time. You will have a table and chair, but you are asked to be alert and mobile. Please dress nice, a collared shirt/blouse and pants/skirt and comfortable shoes. No blue jeans please! After you have been replaced or relieved you may sign-out.

## DUTIES OF DOOR PEOPLE

This is an exciting position as you are at the entrance to the world's largest annual quilt show. The pace is often fast—particularly preview night and morning shifts. During lunchtime, as people leave to go to lunch, it will get busy. You will have a chance to sit for a spell after the lunch crowd dwindles and during the evening shift. We will have scanners to read the codes on each ticket. Once tickets have been scanned, they will not be able to be used again! Participants without badges will need to have their hand stamped on their way **out**.

1. Please dress nice, a collared shirt/blouse and pants/skirt and comfortable shoes. **No blue jeans please!**
2. Familiarize yourself with the show floor, as you will be asked lots of questions.
3. **Do not allow OPEN food containers on the show floor at any time!**  
**Only exhibitors** with **RED** colored badges may take food into their booth, but it must be **covered!**
4. Unless they have a medical tag (the wheelchair emblem), rolling carts are **not allowed!** They may check them in at baggage check next to my desk. Medical tags will be given with doctor notes in the lobby at the Information Booth, located next to my desk. All true walkers are allowed! Baby strollers must have a baby in it!
5. These guidelines will help you know how to identify who can come in:
  - a. **Exhibitors** wear **red** colored badges w/Long Beach 2023. (Get in daily and early.)
  - b. **If the red badge does not have Long Beach 2023, please do not allow them in.**
  - c. People taking classes wear badges with a Fuchsia colored strip on bottom and show logo. (get in daily)
  - d. Show assistants and volunteers will have a badge with the show logo and the show name across the top. Their name will be across the bottom with a day under their name. They get in on the days listed, if no day is listed, they can get in daily.
  - e. **Tour Groups** will wear colored wristbands. Each day is a different color; refer to the color-coded paperwork at check in for the color accepted that day.
  - f. **Official Quilts, Inc. staff and Piece Corps wear Red/Blue badges with picture on lanyards.**
6. We will be using scanners. You will be trained how to use them at the show. Every ticket will need to be scanned. There will also be a color-coded sheet at the door of the tickets. Adult tickets are **RED**, all senior/student (**YELLOW**) and Full Show (**GREEN**) tickets are good any day. People were also able to “Click ‘N Print” a ticket from the internet on our website.
7. After you have been replaced or relieved you may sign-out.

## DUTIES OF DOOR PEOPLE/FOOD COURT

You will be at the entrance/exit to the food court. Your main job is to make sure that exhibitors (**RED** badges) leave with covered food and drinks. Attendees need to consume their food before leaving. They may cap bottled drinks and leave with them as long as they put them away. Please dress nice, a collared shirt/blouse and pants/skirt and comfortable shoes. No blue jeans please! After you have been replaced or relieved you may sign-out.

## DOOR PEOPLE at the DEAD DOORS

We have breakaway doors that people can go out, but they cannot come back in. These don't always close and lock automatically, so they need to be watched. Depending on where the doors are you can sit while you watch. Before the show and after it closes, I am using people in this position to watch the border of the quilt exhibit. You may get up and walk around if you can see the doors/area. If you need to leave for a bathroom break, please have someone to cover you.

# TAKE DOWN

On Saturday, takedown begins as soon as the area is secure and taped off after the show closes at 5 p.m. We will have a meeting at a designated area at 5:15. Please check in at the Volunteer/Show Assistant Check-in desk for instructions. In addition to your badge everyone working takedown will have a **RED wristband**. This will help identify who is supposed to be there after hours. In the meeting you will be put into groups and given assignments. Please note - the quilts are taken down by exhibit and are **never left unsupervised**. Staff &/or Piece Corps will let you know how to store them in their containers. ***Please remove your makeup before working with the quilts.***

There will be 3 groupings of workers:

Takedown crew, packing crew, and pick up/cleaning crew

## The takedown crew:

1. Work in groups of 3 people.
2. You will need a long pushcart with a sheet on it.
3. Take down all the quilts in one exhibit.
4. You will be given paperwork with the order the quilts are to be checked off and taken down.
5. As you take down the quilts leave the LANYARDS (black hanging system cords) on the drapes (when possible) IF some come down with the quilt/rod leave them laying on the floor straightened out so as not to tangle. The lanyards will be taken off the drapes with a special hooked tool for easy removal when the cord/rod cart comes by. Leave the rods laying where they fall... they will be picked up from the floor with a wand magnet tool to keep everyone from having to bend over and reach them.
6. After you have filled your cart or finished that exhibit, take them over to the designated packing area. Pull the sheet off with all the quilts to leave with the packers.
7. Move on to take down another exhibit.

## The packing crew:

You will be directed to a packing area where all the quilts will be taken to be folded and put into their containers. All containers will be stacked in this area.

1. Work in groups of 2 to 3 people for each exhibit. There may be several crews going at once.
2. Create workstations with 3 tables. (2 long ways and 1 across the top)
3. Each container has a list of the quilts that are to be packed in that designated containers.
4. One exhibit may have several containers.
5. Fold the quilts face out, unless otherwise indicated on the quilt tag, off centered and top to bottom with tissue in each of the 1<sup>st</sup> two folds. Also put tissue into side folds. Some are labeled RIB (Rolled in Box) these will be rolled usually around a noodle covered with tissue.
6. Place a layer of tissue between quilts.
7. Check off each quilt as it is placed in the container – visually and verbally check.
8. With all quilts in container – place tissue on top, fold in plastic and secure container with zip ties (card board containers are to be taped).
9. When all is complete stack and move containers/boxes to designated staging area with others of the same exhibit.
10. When that has been done, move on to the next exhibit.

## The pick up/cleaning crew

1. Work in groups of 2 to 3 people.
2. You will be picking up the black cords, rods, music stands, black board, loose sleeves and brick covers.

3. One person will push the cart for the cords and rods; the others pick them up and put them in the cart or hang them up. The black tape needs to be removed from the rods and then push it together so the rod will fit in the cart.
4. After all cords and rods are picked up, move on to collect the black coroplast board. There are cardboard boxes marked "black coroplast." Put the boxes on a cart, take around and fill them up.
5. After that is done, move on to the music stands. Fold them up careful not to bend them. Gather them up on the cart. There is a large metal rolling box that they go in.
6. After that is done move on to pick up the loose black sleeves and brick (or black) covers. There are separate containers that these go in. They are labeled. Please fold them so they will all fit. If there are guardians watching one of the doorways on the floor, gather up the brick covers and take the covers to them. They can fold while they are watching. Be sure to take the storage container.
7. There is a box labeled sheets. When all the packing is done please put the sheets in that container.
8. Put all the gloves in one container that will be going back to the office. There should be a bag for clean gloves and one for dirty ones.
9. PLEASE do not pick up silver/black hooks; they belong to the Convention Center.

