

**THINGS YOU SHOULD KNOW
FOR SEVEN SISTERS QUILT SHOW VOLUNTEERS**

- Come early as you must park and then take a van to the Expo Center. **Please note you will have to keep anything that you are carrying (money, keys, etc.) on your person as there are no secure storage areas.**
- **Wear your wristband (purchased in advance at your guild).** If you do not have a wristband, you will have to go through Admissions to purchase one. If you need to purchase your wristband when you arrive, please allow time before your shift to do so.
- Enter through the front entrance of the building and report to the Security table to obtain your name tag. The clip-on style holder can be converted to hang around your neck upon check-in at Security, if you wish. Please wear your name tag somewhere on your chest and report to your shift. **You will keep your name tag for all shifts for which you have volunteered.** At the end of all of your shift(s) or at the end of the show on Sunday at 4 p.m., please return your name tag to the Security Table.
- Breakfast items, lunch and drinks are available in the Food Court. If you need to bring your own food, it must be in a closed container and you need to eat it in the Food Court. No open food or drinks are allowed in the main expo center except for vendors in their own booths. Water bottles with lids are permitted.
- If you are bringing something to be used and returned later (ladder, table, etc.) be sure that your name & phone number are clearly marked on it and claim as close to 4 p.m. on Sunday as possible.
- The role of every volunteer is that of **hostess** for the show. You will be given a list of Frequently Asked Questions ahead of time to help you with commonly asked questions. The Information Table is located near the entrance to the main building from the tent. You can refer anyone with questions that you are unable to answer to that location.
- **Emergency Plan:** In case evacuation becomes necessary, the role of volunteers is as follows:
 - **Security** should open all doors to the outside and hold them open, urging persons coming through to move away from the doors and the building and go to the front parking lot. Blocked doors are a common cause of injury and death in evacuation situations.
 - **Hostesses and all other volunteers** should direct the public to the nearest exits; helping anyone needing assistance. Volunteers should exit after the aisles and booths are cleared.
 - **AQGCC Officers and Committee Chairpersons** in the case of a fire should operate fire extinguishers and assure that the fire lanes are kept clear and the crowd is directed to the far end of the parking lot. Cars should not be allowed to leave until emergency vehicles and personnel have arrived and release the public.
- Let your committee chairperson know of comments made to you during your shift (good as well as bad) and any problems you encountered so that this information can help us continue to improve the show.

WE ARE MOST GRATEFUL TO EACH AND EVERY VOLUNTEER AS YOU ARE WHAT MAKES THE SHOW SUCCESSFUL!