Rotary - OPS TEAM

OUTDOOR SPACES IN FRONT PARKING LOT ONLY – 200 to 226 (see attached map)
No vehicle traffic is permitted inside this area

Job Description: Ensure smooth set-up for exhibitors; monitor traffic flow issues; supervise take-down (including trash removal).

Times Needed: Friday, Nov. 6, 1:15 pm – 8:30 pm
Saturday, Nov. 7, 7 am – 5 pm
Sunday, Nov. 8, 10 am – 4 pm (later if needed)

Number of People: 2 to 6 people at all times
(Rotary – Warren will monitor needs for various jobs/times)

What to Do:

- Help exhibitors find their space numbers as needed. **No vehicle traffic permitted inside Front Parking Lot (200-226).**
- Parking & Shuttle Service – Know the process and pick-up locations in case you are asked.
- Traffic – Watch and be aware of parked cars, especially in the front circle drive on Friday. Keep traffic moving! You may need to move barricades for exhibitors and food trucks to enter.
- Know where handicapped spaces are located. Monitor handicapped spaces for violators (non-handicapped parkers). Handicapped parking is first come, first served. **No reserved parking is available.**
- Clean dining tables in circle drive food court during Fair hours.
- Trash cans – Monitor indoor and outdoor trash cans and watch for full cans. Report full cans to the inside Monitor's Desk (Monitor will contact Housekeeping to empty trash cans).
- CONTINUALLY circulate through the front parking lot and ballroom to ensure all is going well. Be a friendly presence available to help and answer questions as needed.
- Answer Fair-related questions from shoppers to the best of your ability. If you do not know the answer, please direct them to the Monitor's Desk.
- **Take-down is Sunday, Nov. 8, 2-3:30 p.m.** – AT LEAST 2 people needed in ballroom and 2 people in front parking lot area. Make sure all trash is removed. Politely instruct exhibitors they must remove all their empty boxes and trash. Do not leave empty boxes in the ballroom or parking lot or on any Sun City property. **We do not have sufficient facilities to accommodate all exhibitors' trash**.

- **Sunday, Nov.8 – Polite communication to all exhibitors that they must remove their trash, empty boxes, and completely clean their spaces.**

- Jot down comments/complaints/suggestions you hear or encounter (binder located in Rotary Tent).

- **CALL 911 IN THE EVENT OF ANY EMERGENCY (FIRE, HEALTH, ETC.)**