

Volunteers, Information, Merchandise, Passport/USA Area Diagram

Locate these stations on main map and assemble area in that location according to instructions here.

General Setup

- Find all supplies in or by the supply trailer. Empty containers should be placed back inside.
- Set up 4 Ez up tents spaced as picture. Add wall to back of 2 where indicated.
- Set up 15 banquet tables where shown and add 16 chairs.
- Assemble 3 banner pvc displays and hang banners. Place in front of tents & lash to tent poles with twine or cable ties. (see PVC banner holder instructions)
- Place dumpster by tent wall between Merch & Info
- Place small trash can by inside table in info booth.
- Place all bins marked information, merchandising, passport or USA booth inside the appropriate booth on or under the table on the sidewalk side.
- Set up info kiosk.



General Teardown

- Get empty storage containers from the supply trailer. Load them back on the trailer as they are filled.
- Fold tents & place in bags/boxes & in the supply trailer.
- Fold tent walls and place in plastic container.
- Fold tables & chairs and pile in grass at front of parking lot.
- Disassemble PVC banner holders and load in trailer.
- Roll banners and place in correct tubes.
- Disassemble info kiosk. Cut plastic holders and throw away pieces and paper from signs. Stack the wire shelves and the board in the trailer. Leave screws and hardware screwed to base.
- Pick up all trash and sweep the area (brooms are by trailer).
- Empty dumpster into larger dumpster on main map. When all trash is cleared leave empty rolling dumpster by the larger one in parking lot.

