

Volunteer at the 2019 Maine Flower Show

Arriving at The Maine Flower Show/Volunteer Check-In

- Give Yourself plenty of time to get to Portland. The show is at Thompson's Point Brick South.
- Don't Forget about taking the Bus or Train! The Concord Trailways/Amtrak Downeaster Station at The Portland Transportation Center is directly in front of the Flower Show. Portland's METRO Bus has stops nearby as well. It is a short walk to the Front Doors. Golf Carts will be circulating to pick you up as you head towards them.
- There is NO on-site parking during the show for anyone, other than Handicapped Parking.
- Pre-Show Volunteers on Tuesday, 3/27/19 and Wednesday, 3/28/19 may park on-site. Pre-Show Only.
- During the Show, Free Volunteer Parking is at the Old West School Lot, 59-63 Douglass Street, Portland ME 04102; Free Shuttle Vans will transport volunteers to/from the show from 8am until ½ hour after the show closes each day.
- Pre-Show and Show Volunteers should enter Brick South through the Exhibitor/Volunteer Entrance, the single door to the left of the Show Front Entrance Doors.
- Check-In at the Exhibitor/Volunteer Entrance. Please let the volunteers there know you are a General Show Volunteer for Kerry Ratigan, show them your confirmation. They will direct you further. If you are there to see the show before your shift, let them know that as well. You will receive your Volunteer T-shirt and can store any gear you have with you.

Important Volunteer Details

What to wear:

Please dress for comfort! Brick South is a brick building with a concrete floor, and the tent will be on the asphalt. Wear very comfy shoes! Most volunteer spots are at/near an entrance, with a door that is constantly opening. **Please dress warmly, for all weather conditions.** It can be cold at the Front Entrance. If working outside, or driving Golf Carts, it can also be cold. Both

positions go on rain or shine. **Please dress warmly, for all weather conditions.** Hats, mittens, gloves, scarves, boots, layers you can take on/off, poofy coats, rain/snow gear are all extremely useful!

Food, Drink and Snacks:

You may purchase food, drink and snacks at the various food vendors and booths at the show. You are also more than welcome to bring anything you'd like with you from home.

Communications During the Show:

- Radios are how we all stay connected during the show. All Show Staff, Security Staff, Entrances and Golf Cart Drivers will have them. They are easy to operate, we will teach you when you arrive. Remember to make sure no one is talking when you start to use one, state where you are, and what you need help with. Keep is short and to the point. If it is urgent, please indicate so!

EX: Volunteer: "Exhibitor Entrance to Kerry"

Kerry: "Go Ahead"

Volunteer: "We need the EMT at the Exhibitor Entrance, for a fall."

Kerry: "10-4, We are on the way".

ALL of the staff in the loop heard that call and will respond. If you just needed help with a check in or directions only Betty-Ann, Sally, Cindy or I would respond.

- In Case of Emergency, it is very important to Notify Show Staff First! They will respond, take it from there, and coordinate any additional assistance with EMS and the Parking Crew Outside. It is very important to NOT use your personal cell phones to call EMS. Please Notify Show Staff First.
- Code ADAM is what we use in the event of a lost child. If you hear that, all doors are secured, no one goes in or out, and Security takes over.